Create a workplace environment to support nursing mothers: mini work plan

The tasks for increasing support for nursing mothers are outlined below. Create an environment that supports healthy choices for employees.

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 6</th>
<th>Month 7</th>
<th>Month 8</th>
<th>Ongoing</th>
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<tbody>
<tr>
<td>□ Confirm leadership support for improving the workplace environment to encourage breastfeeding support.</td>
<td>□ Use best practice information to begin to discuss the features of the mother's room.</td>
<td>□ Check in on task list and accountabilities.</td>
<td>□ Finalize policy based on leadership feedback.</td>
<td>□ Send employee communication and QA to all staff, announcing the mother’s room and policy.</td>
<td>□ Add policy and location/description of mother’s room to new-employee orientation, employee handbook and policy review cycle.</td>
<td>□ Make any final preparations for the mother’s room and policy.</td>
<td>□ Monitor environment changes and policy.</td>
<td>□ Report progress to leadership.</td>
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<td>□ Discuss approaches to increase opportunities to support nursing mothers at the workplace:</td>
<td>□ Determine strategies for each approach selected.</td>
<td>□ Draft breastfeeding support policy and send to leadership for review.</td>
<td>□ Notify new employees of policy.</td>
<td>□ Implement communications plan.</td>
<td>□ Brief and train managers on the policy and how they can voice support for mothers-to-be to use the mother’s room upon her return to work.</td>
<td>□ Brief and train managers on the policy.</td>
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<td>□ Mother’s room</td>
<td>□ Write goals.</td>
<td>□ Draft supervisor communication to convey that a breastfeeding support policy will be enacted. Provide information on how supervisors can support the policy.</td>
<td>□ Finalize employee communication.</td>
<td>□ Implement communications plan.</td>
<td>□ Add permanent onsite signage to mother’s room.</td>
<td>□ Implement communications plan.</td>
<td>□ Review policy annually (as part of human resources’ policy review cycle).</td>
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<td>□ Policy</td>
<td>□ Determine specific objectives for meeting goals.</td>
<td>□ Draft employee communication notifying staff of policy enactment. Include the reason for the policy, enactment date, contact person and steps being taken to create the mother’s room.</td>
<td>□ Finalize QA.</td>
<td>□ Finalize go-live letter.</td>
<td>□ Review policy annually (as part of human resources’ policy review cycle).</td>
<td>□ Measure policy commitments quarterly/semiannually/annually through quality assurance checks, surveys and data collection. See “Suggested measures of progress with related data sources” chart below.</td>
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<td>□ Decide on a work team. Identify key players vested in supporting nursing moms (human resources, managers, a mom, facilities, etc.). Identify a team chair.</td>
<td>□ Schedule semi/monthly work team meetings.</td>
<td>□ Draft communications plan.</td>
<td>□ Finalize measurement plan.</td>
<td></td>
<td>□ Send all-staff announcement regarding the mother’s room and policy.</td>
<td>□ Notify new employees of policy.</td>
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<td>□ Set a target date for developing a mother’s room and policy implementation to support nursing rooms at work.</td>
<td></td>
<td>□ Draft a measurement plan.</td>
<td>□ Continue building the mother’s room (hire contractor, purchase furniture, etc.)</td>
<td></td>
<td>□ Send Q&amp;A to all staff, announcing the mother’s room and policy to encourage mom’s who return to work to use break time for expressing milk. Invite employee questions and concerns.</td>
<td>□ Brief and train managers on the policy and how they can voice support for mothers-to-be to use the mother’s room upon her return to work.</td>
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Suggested measures of progress with related data sources

<table>
<thead>
<tr>
<th>Measure</th>
<th>Data Source</th>
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<tr>
<td>▪ Number of pregnancies within the past year</td>
<td>▪ Human resources (FMLA leave request)</td>
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<td>▪ Number of individuals who use mother’s room</td>
<td>▪ Human resources</td>
</tr>
<tr>
<td>▪ Managers educated on the breastfeeding support policy and mother’s room</td>
<td>▪ Human resources and leadership</td>
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<td>▪ Employee satisfaction with managers who support flex time for nursing; mother’s room</td>
<td>▪ Employees, Human resources</td>
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<tr>
<td>▪ Regular (quarterly, semiannual and annual) quality assurance checks for the mother’s room</td>
<td>▪ Human resources</td>
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