

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.

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Ongoing
<ul style="list-style-type: none"> <input type="checkbox"/> Confirm leadership support for improving the work site environment to encourage breastfeeding support. <input type="checkbox"/> Discuss approaches to increase opportunities to support nursing mothers at the workplace: <ul style="list-style-type: none"> • Mother's room • Policy • Education (moms and managers) <input type="checkbox"/> Decide on a work team. Identify key players vested in supporting nursing moms (human resources, managers, a mom, facilities, etc.). Identify a team chair. <input type="checkbox"/> Schedule semi/monthly work team meetings. <input type="checkbox"/> Set a target date for developing a mother's room and policy implementation to support nursing moms at work. 	<ul style="list-style-type: none"> <input type="checkbox"/> Use best practice information to begin to discuss the features of the mothers room <input type="checkbox"/> Review examples of breastfeeding support policies and steps that need to be accomplished to meet the policy objectives. <input type="checkbox"/> Identify the anticipated number of pregnancies (based on past numbers); determine how you will promote the mother's room (such as when employee requests FMLA leave) 	<ul style="list-style-type: none"> <input type="checkbox"/> Determine strategies for each approach selected. <input type="checkbox"/> Write goals. <input type="checkbox"/> Determine specific objectives for meeting goals. <input type="checkbox"/> Develop a task list and assign accountabilities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Draft <i>breastfeeding support policy</i> and send to leadership for review. <input type="checkbox"/> Draft <i>supervisor communication</i> to convey that a breastfeeding support policy will be enacted. Provide information on how supervisors can support the policy. <input type="checkbox"/> Draft <i>employee communication</i> 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. <input type="checkbox"/> Draft <i>Q&A</i> that will be sent with <i>employee communication</i>. <input type="checkbox"/> Draft <i>communications plan</i>. <input type="checkbox"/> Draft a <i>measurement plan</i>. <input type="checkbox"/> Begin to work on creating the mother's room (hire contractor, purchase furniture, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Finalize <i>policy</i> based on leadership feedback. <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Finalize and send <i>supervisor communication</i>. <input type="checkbox"/> Finalize <i>employee communication</i>. <input type="checkbox"/> Finalize <i>Q&A</i>. <input type="checkbox"/> Finalize <i>communications plan</i>. <input type="checkbox"/> Finalize <i>measurement plan</i>. <input type="checkbox"/> Continue building the mother's room (hire contractor, purchase furniture, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Send <i>employee communication</i> and <i>Q&A</i> 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. <input type="checkbox"/> Check in on task list and accountabilities. <input type="checkbox"/> Finalize build of mother's room <input type="checkbox"/> Respond to employees' questions on mother's room and policy. <input type="checkbox"/> Draft <i>go-live letter</i> for leadership to send to all staff when the policy is launched. <input type="checkbox"/> Send <i>go-live letter</i> to leadership for review and changes. 	<ul style="list-style-type: none"> <input type="checkbox"/> Add <i>policy</i> and location/description of mother's room to new-employee orientation, employee handbook and policy review cycle. <input type="checkbox"/> Assure task list has been completed prior to policy announcement and implementation. <input type="checkbox"/> Finalize <i>go-live letter</i>. <input type="checkbox"/> 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. 	<ul style="list-style-type: none"> <input type="checkbox"/> Make any final preparations for the mother's room and policy. <input type="checkbox"/> Implement <i>communications plan</i>. <input type="checkbox"/> Add permanent on-site signage to mother's room. <input type="checkbox"/> Send <i>all-staff announcement</i> regarding the mother's room and policy. 	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor environment changes and policy. <input type="checkbox"/> Report progress to leadership. <input type="checkbox"/> 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. <input type="checkbox"/> Use at least three communication channels to inform employees of the mother's room and policy. <input type="checkbox"/> Notify new employees of policy. <input type="checkbox"/> Review policy annually (as part of human resources' policy review cycle). <input type="checkbox"/> 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.

Suggested measures of progress with related data sources

Measure	Data Source
• Number of pregnancies within the past year	• Human resources (FMLA leave request)
• Number of individuals who use mother's room	• Human resources Individuals who hold "check out" keys for mother's room
• Managers educated on the breastfeeding support policy and mother's room	• Human resources and leadership
• Employee satisfaction with managers who support flex time for nursing; mother's room	• Employees, Human resources
• Regular (quarterly, semiannual and annual) quality assurance checks for the mother's room	• Human resources