

Breastfeeding Friendly Employer Checklist

Please check the boxes below that indicate the accommodations you offer.

Upload the completed Checklist to the *Breastfeeding Friendly Employer Project* survey contact form and submit the survey.

Business Name: _____ Date: _____

	Bronze	Silver	Gold
Policy and Education	<input type="checkbox"/> Verbal agreement between parent and direct supervisor regarding break times and space to pump	<input type="checkbox"/> Written breastfeeding support policy* <input type="checkbox"/> Education about policy provided to all employees <small>* Sample policies available on the Vermont Department of Health website</small>	<input type="checkbox"/> Written breastfeeding support policy <input type="checkbox"/> Education about policy provided to all employees <input type="checkbox"/> Employer breastfeeding support policy and procedures shared with all expectant parents include: <ul style="list-style-type: none"> ❖ Copy of written breastfeeding support policy ❖ Options for parental leave and return to work schedule
Facilities	<input type="checkbox"/> Private space free from intrusion or with a lock on the door	<input type="checkbox"/> Private space free from intrusion or with a lock on the door <input type="checkbox"/> Comfortable chair for pumping and/or nursing <input type="checkbox"/> Refrigerator for milk storage <input type="checkbox"/> Nearby sink with running water Optional items: <ul style="list-style-type: none"> <input type="checkbox"/> Small table <input type="checkbox"/> Electrical Outlet <input type="checkbox"/> Mirror (to adjust clothing after pumping) 	<input type="checkbox"/> Lactation room with all the following: <ul style="list-style-type: none"> ❖ Private room free from intrusion or with a lock on the door ❖ Chair for pumping and/or nursing – wipeable fabric, upright, easily moved ❖ Nearby refrigerator for milk storage and sink with running water ❖ Wall clock ❖ Small table ❖ Electrical outlet <input type="checkbox"/> Breast pump for all pregnant or breastfeeding employees provided (reimbursed by employer or employee health insurance) Optional items: <ul style="list-style-type: none"> <input type="checkbox"/> Footstool <input type="checkbox"/> Mirror <input type="checkbox"/> Refrigerator in the room <input type="checkbox"/> Breastfeeding Art <input type="checkbox"/> Computer / telephone
Scheduling	<input type="checkbox"/> Flexible breaks during which employees can express milk or nurse their infants <ul style="list-style-type: none"> ❖ At least 15-20 minutes ❖ As often as nursing parent needs; usually 3-4 times during workday 	<input type="checkbox"/> Flexible breaks One of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Maternity leave (at least 6 weeks) <input type="checkbox"/> Ability to work part-time or some hours from home <input type="checkbox"/> Flex-time offered <input type="checkbox"/> Job-sharing offered <input type="checkbox"/> On-site childcare 	<input type="checkbox"/> Flexible breaks <input type="checkbox"/> Maternity leave available for up to 12 weeks (at least 6 weeks paid) One of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Ability to work part-time or some hours from home <input type="checkbox"/> Flex-time offered <input type="checkbox"/> Job-sharing offered <input type="checkbox"/> On-site childcare
Resources		<input type="checkbox"/> Website links to local breastfeeding resources* <small>* Available from the Vermont Department of Health website</small>	<input type="checkbox"/> Website links to local breastfeeding resources* <input type="checkbox"/> Lactation consultant services provided for employees (reimbursed by employer or employee health insurance) <small>* Available from the Vermont Department of Health website</small>