

Breastfeeding, Chestfeeding, and Lactation Friendly New York (BFFNY) Worksite Assessment Tool

The BFFNY worksite assessment tool is designed to assist grantees in assessing site-level policies and practices supportive of breastfeeding, chestfeeding, and lactation at recruited worksites. The tool incorporates content from the Centers for Disease Control and Prevention (CDC) Worksite Health *ScoreCard* (*CDC ScoreCard*) and from Section 206-c of the NYS Labor Law. This tool includes five sections: (A) Site Information; (B) Employee characteristics; (C) Centers for Disease Control and Prevention (CDC) Worksite Health *ScoreCard* (*CDC ScoreCard*); (D) Policies and Practices; (E) Submission Instructions. It is designed to be used as a Pre/Post assessment to identify gaps and track improvements over time. Conduct the PRE assessment when you begin working at a site and conduct the POST assessment after you finish working at a site. The assessment will be completed in an interview format with key staff who are knowledgeable about policy and practices affecting employees.

A. Site Information		
1. Site name: 2. Site ID: 3. Timeframe of assessment: <input type="checkbox"/> PRE <input type="checkbox"/> POST 4. Date of assessment: 5. Employees: <input type="checkbox"/> < 50 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-249 <input type="checkbox"/> 250-749 <input type="checkbox"/> ≥ 750		
B. Employee Characteristics (if available)		
This section of the tool captures background information about your worksite’s population. If you do not know the answer to a question in this section, leave it blank.		
6. Work status: % Full-time: _____ % Part-time: _____ % Temporary: _____ 7. Job Type: % Salaried: _____ % Hourly: _____ 8. Racial/ethnic group - % Non-Hispanic White: _____ - % Non-Hispanic Black/African American: _____ - % Hispanic/Latino: _____ - % Asian/Asian American: _____ - % American Indian/Alaska Native: _____ - % Native Hawaiian/Pacific Islander _____ - % Other: _____ 9. Health insurance coverage provided to employees: <input type="checkbox"/> YES <input type="checkbox"/> NO		
Interview Instructions: Read each question and record the appropriate response: ‘Yes’ or ‘No.’ If the policy or practice described by the question is <u>fully implemented</u> , with no room for improvement, check ‘Yes.’ If the policy or practice is <u>not in place</u> or only <u>partially in place</u> , and there is still room for improvement, then check ‘No.’		
C. CDC ScoreCard Maternal Health and Lactation Support Module		Yes
<i>During the past 12 months, did your worksite:</i>		No
10. Have and promote a written policy on breastfeeding for employees? * <i>Answer “yes” if, for example, this policy is communicated at the time of hiring and/or at the time of maternity leave planning.</i>		
11. Provide a private space (other than a restroom) that may be used by employees to express breast milk? *		

<i>Answer “yes” if, for example, your worksite has a private space with an electrical outlet, comfortable chair, and sink.</i>		
12. Provide flexible break times to allow employees to pump breast milk? *		
13. Provide access to a breast pump at the worksite? <i>Answer “yes” if, for example, your worksite provides onsite access to a breast pump or offers insurance coverage that subsidizes the purchase of a pump for personal use.</i>		
14. Provide and promote maternal health and breastfeeding support groups, educational classes, or consultations? <i>Answer “yes” if these programs are provided in-person or virtually (online, telephonically, mobile app); on or off site; through vendors, peer and/or professional consultants, on site staff, or health insurance plans/programs.</i>		
15. Offer paid parental leave, separate from any accrued sick leave, annual leave, or vacation time?		
16. Offer health insurance coverage with no or subsidized out-of-pocket costs for pre- and postnatal care?		
D. Policies and Practices	Yes	No
17. Does the employer provide a written breastfeeding policy to each employee annually? *		
18. Does the worksite’s written policy address all the following components? * a. Employer is provided reasonable advance notice from employee to express breastmilk. b. Employer specifies a process for employees to request a place to express breastmilk. c. Employer responds to these requests within five business days. d. Employer provides reasonable break time (paid or unpaid) for employees to express breastmilk for up to three years following childbirth. e. Employer cannot discriminate or retaliate against employees for choosing to express breast milk in the workplace.		
19. Are employees informed of their rights to express breastmilk under the federal and state labor laws? *		
20. Does the employer designate a place to express breastmilk in the workplace that is in close proximity to employee’s work area? *		
21. Does the private space include all the following amenities? * a. A desk, small table, counter, or other flat surface; b. Well lit; c. Shielded from view; and d. Free from intrusion.		
22. Do employees that are breastfeeding have access to a refrigerator to store expressed breast milk? *		
23. Do supervisors receive training on how to support employees who are breastfeeding?		
24. Does the worksite maintain a list of local breastfeeding resources (local La Leche League, lactation consultants, breastfeeding coalition, support groups) for employees seeking breastfeeding support?		
E. Submission Instructions When you complete an assessment submit each site’s data from the worksite assessment using the digital platform: BFFNY Worksite Assessment Tool Survey Builder . The assessment results will be aggregated by NYSDOH and used to evaluate the impact of the BFFNY initiative on improving policy, systems, and environments supportive of breastfeeding mothers and families.		

*These items are included in [Section 206-c of the NYS Labor Law](#).