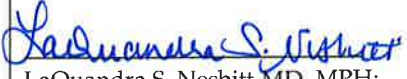



District of Columbia Department of Health <h2>Infant-at Work Policy</h2>		PROCEDURE 290.000 Implementing Office: Office of the Director Training Required: Yes Originally Issued: OCT 11 2018 Revised/Reviewed:
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: 10/11/2018 Valid Through Date: OCT 11 2021

I. Authority	Reorganization Plan No. 4 of 1996
II. Reason for the Policy	DC Health strives to be an industry leader by promoting positive initiatives in family, community and infant health. By implementing a pilot Infant-At-Work program, DC Health seeks to support the benefits of allowing a parent and infant to remain together in this earliest stage of life.
III. Applicability	A full-time employee of DC Health who is a parent (through birth, adoption or placement for foster care) or legal guardians of an infant under the age of 180 days is eligible to apply to participate in the Infant-At-Work Program. The child must be six weeks old before the parent/employee can begin participating in the program.
IV. Policy Statement	<p>It is the policy of DC Health to provide a positive working environment that recognizes parents' responsibilities to their jobs and to their infants by acknowledging that, when an infant is able to stay with a parent, this benefits the family, the employer and the community. The DC Health Infant-At-Work Program encourages new mothers, fathers, or legal guardians to return to work sooner by allowing the new parents to bring their infants to work with them beginning 6 weeks after birth until the end of the infant's first 180 days of life or until the infant is mobile.</p> <p>The Infant-At-Work program is a voluntary option for employees, subject to approval as outlined in this document, where it is compatible with job requirements.</p> <p>ELIGIBILITY:</p> <ol style="list-style-type: none"> 1. A full-time DC Health employee who is the parent (though birth, adoption, or placement for foster care) or the legal

	<p>guardian of an infant is eligible to participate in the program, subject to provision of the program, the specific job responsibilities of the parent and subject to ensuring the physical safety of the infant.</p> <ol style="list-style-type: none">2. DC Health employees that wish to participate must be able to perform the essential functions of his/her position; alternative work assignments will not be provided.3. DC Health employees that wish to participate must not have a below standard evaluation on file or pending or completed disciplinary action.4. DC Health employees with job responsibilities which involve the provision of direct services and/or regular client or patient contact, may not be eligible for participation in the program.5. This program is designed to accommodate an individual parent's participation with a single infant. <p>GUIDELINES:</p> <ol style="list-style-type: none">1. Participation in the Infant-At-Work program is a privilege and not a right.2. Unless an exemption in section #4 applies, the participating infant, Parent and Alternative Care Provider are required to be vaccinated, as appropriate for age according to the recommendation of the CDC's Advisory Committee on Immunization Practices (ACIP), against the following diseases: <u>Infants:</u> Diphtheria, Hepatitis B, Pertussis (Whooping Cough), Poliomyelitis <u>Parent and Alternative Care Provider:</u> Diphtheria, Influenza, Measles (Rubella), Mumps, Pertussis (Whooping Cough), Poliomyelitis, Rubella (German Measles), and Tetanus3. Infants must be vaccinated no later than seven (7) days following ACIP Recommended ages for vaccination. Parent/employee must provide proof of their child's vaccinations to their supervisors to participate in the Infant-At-Work program.4. There are exceptions to the vaccination provision if:<ul style="list-style-type: none">• The Parent/Employer or Alternative Care Provider objects in good faith and in writing to their Administration's Director or Senior Deputy Director, that immunization would violate his or her religious beliefs; or
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	<ul style="list-style-type: none">• A Parent/Employee or Alternative Care Provider provides DC Health with written certification by a private physician, the doctor's representative, or public health authorities that immunizations are medically inadvisable. <ol style="list-style-type: none">5. Parents and designated Alternative Care Provider(s) must maintain a safe working environment while caring for an infant in the workplace.6. Parents or designated Alternative Care Provider(s) are responsible for the safety of the infant and will remain with the infant at all times.7. Parent or designated Alternative Care Provider(s) are not authorized to travel with Infant while driving or riding in a DC Health owned or leased vehicle.8. Each Parent shall make their workspace or station suitable for their infant. The infant shall be located primarily at the parent's workstation during the workday or other approved locations.9. Each Parent will provide the necessary furniture and equipment suitable for the infant's needs.10. When an infant is sick, the Parent cannot bring the infant in to work.11. Parents must have childcare or other arrangements in place by the time the infant reaches 180 days old or when the child becomes mobile.12. Parents are expected to work closely with their supervisors and coworkers to ensure that all parties involved are aware of what duties can and cannot be reassigned.13. If problems arise that cannot be resolved, the Parent understands that their participation in the program may be discontinued.14. When changing the infant's diaper, the Parent must use a changing station located in a restroom or designated lactation room.15. If the infant is disruptive for a prolonged period of time, causing a distraction to the workplace, then the infant must be removed from DC Health. <p>ALTERNATIVE CARE PROVIDERS:</p> <ol style="list-style-type: none">1. The Alternative Care Provider must fill out Alternative Care Provider Agreement (Attachment C).
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	<ol style="list-style-type: none"> 2. They must have the approval of their immediate supervisor as well as the department manager before they may begin providing care for the infant. 3. The Alternative Care Provider may only provide care for up to 1.5 hours within a 4-hour period. 4. The Alternative Care Provider may only provide care under the rules of this program for the parent or legal guardian during working hours and not when the parent or legal guardian is not at work. 5. The Alternative Care Provider must follow the rules set forth in this policy for the parent when caring for the infant. 6. The parent may designate up to two Alternative Care Providers.
<p>IV. Definitions & Acronyms</p>	<p>Infant – Baby of an employee of DC Health 6 weeks after birth up to the first 180 days of its life or until the baby becomes mobile.</p> <p>Parent – Employee of DC Health who are new mothers, fathers or legal guardians of an infant from the first six weeks of life up to 180 days after its birth or until the infant is mobile.</p> <p>Legal guardian – An Employee of DC Health that has, through court order or other legal documentation, legal authority (and the corresponding duty) to care for the personal and property interest of an infant from the first six weeks of life up to 180 days after its birth or until the infant is mobile.</p> <p>Mobile – Crawling or any form of prone progression; any way of moving in which the tummy is toward the floor.</p> <p>Alternative Care Provider: A DC Health employee who volunteers and signs the Infant-At-Work Program Alternative Care Provider Agreement to provide infrequent care for the infant for up to 1.5 hours within a four-hour period when the Parent or Legal Guardian is unavailable.</p> <p>Quiet Room – Rooms away from the workspaces of DC Health employees that have been designated by a participating employee’s management team to quiet or sooth an Infant-At-Work participating infant.</p>
<p>VI. Procedures</p>	<p>Infant-At-Work Program FRAMEWORK:</p> <p>Application Process for Infant-At-Work Program:</p> <ol style="list-style-type: none"> 1. To apply for the Infant-At-Work Program a DC Health employee/parent must fill out the application for

participation in the Infant-At-Work program. This document will be the basis of the Individual Plan.

2. The parent can apply for the program before the birth of their child and finish the paperwork with the correct information about the infant when they begin the program.
3. The Parent must fill out and sign the Release form.
4. The Parent can also designate up to two Alternative Care Providers that will assist in caring for the infant when the parent is temporarily unavailable due to work obligations. The Alternative Care Providers must accept this responsibility.
5. The Alternative Care Provider must sign the Alternative Care Provider Agreement and get permission from their management team before providing care.
6. Once the application documents have been completed, a meeting must take place between the parent and their immediate supervisor to discuss the program and the responsibilities of the parent/employee as well as their manager.
7. A representative from human resources as well as the employee's upper management team can also be present. Both the parent/employee and the immediate manager must review, discuss, and approve the Individual Plan.
8. The immediate supervisor should also notify DC Health HR, the DC Health legal office and the Office of the Director when the employee has applied for the program.
9. The Individual Plan must be approved by the immediate supervisor and the Administration's Director/Senior Deputy Director for that employee.
10. The Individual Plan must also be approved by the DC Health legal office.
11. If the employee's immediate supervisor approves the Individual Plan, then they will sign the documentation and pass the package onto the Administration's Director/Senior Deputy Director for approval.
12. If the employee's Administration's Director/Senior Deputy Director approves the Individual Plan then they will sign the documentation and scan a copy back to the immediate manager, the human resources manager and the employee.
13. Once these signatures and approval from legal is granted the infant is officially in the program and may be brought into the employee/parent's workplace.

TERMINATION/GRADUATION:

- The parent/employee may voluntarily choose to terminate his or her participation in the Infant-At-Work program at any time.
- DC Health has the right to terminate an individual at any time if the parent/employee's performance declines or if organizational needs are not being met.
- When eligibility is terminated, the infant must be removed from the workplace.
- The immediate supervisor of the parent/employee should notify their Administration's Director/Senior Deputy Director, the human resources director and the legal office when the employee's participation in the Infant-At-Work program has ended.
- A parent/employee's eligibility to participate in the Infant-At-Work program shall be terminated when:
 - I. The infant turns 180 days old;
 - II. The infant becomes mobile as defined by this SOP.
 - III. The parent/employee's job responsibilities change in a manner that brings the infant to work no longer reasonable;
 - IV. A parent/employee becomes involved in disciplinary action;
 - V. If the parent/employee doesn't comply with the terms and conditions of the Individual Plan or the SOPs; or
 - VI. If the parent is no longer an DC Health employee

DC Health reserves the right to terminate a participant's eligibility, with or without cause, or to cancel or retire the Program in part or in its entirety, with or without cause, requiring the parent to remove his or her infant from the workplace immediately.

APPEAL PROCEDURE:

1. Applicants to the Infant-At-Work program have the ability to appeal if they are denied enrollment in the program.
2. Participants in the Infant-At-Work program have the ability to appeal if they are terminated from the program before their infant reaches 180 days or is mobile.
3. The immediate supervisor of the parent/employee should notify the Administration's Director/Senior Deputy

	<p>Director, the human resources manager and the legal office, if the decision is appealed.</p> <p>4. Both of these appeals will follow the below procedure:</p> <ul style="list-style-type: none"> i) All appeals will be filed within 5 days from the decision. ii) All appeals will be filed with their immediate supervisor, who will send the appeal package to the Director of DC Health. iii) All appeals will be paper only and will be decided by the Director of DC Health.
<p>VII. Contacts</p>	<p>For questions or clarifications on this policy, please contact DC Health, Deputy General Counsel, Elizabeth Fitzgerald at 202-442-5978.</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>See attachments</p> <ul style="list-style-type: none"> 1. DC Health Infants-At-Work Program – Attachment A Application for the Infant-At-Work Program (Individual Plan) 2. DC Health Infant-At-Work Program – Attachment B Parent Agreement, Consent & Waiver 3. DC Health Infant-At-Work Program – Attachment C Alternative Care Provider Agreement 4. Recommendations for Inclusion or Exclusion from the Center for Disease Control and Prevention