

**UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES
POLICY AND PROCEDURES**

Policy: 02-33

Page 1 of 4

INFANTS IN THE WORKPLACE

RATIONALE: DHHS understands the importance of bonding between parents and their infants. It also values the need to support an effective and productive workplace in a hybrid work environment. This policy aligns with *Utah Code § 63A-17-806* and is needed to allow eligible DHHS employees the option of having their infant in the workplace.

Related Policies, Applicable Standards, Statutes: Utah Code § 63A-17-806; DHHS Policy 02-13 Nursing Mother

Original Effective:
December 18, 2023

Revision:

Next Review Due:
November 30, 2028

I. DESCRIPTION

This policy guides employees who desire to bring their infant, 6 months of age or younger into the workplace as part of work.

This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state or department laws/policies to which the department shall adhere.

II. DEFINITIONS

- A. **Alternate care provider:** A DHHS employee who volunteers and signs the Infant at Work Program Alternate Care Provider Agreement to provide infrequent care of the infant for up to one hour when the parent is unavailable during working hours in a state-assigned building.
- B. **DHHS or department:** The Utah Department of Health and Human Services and any operational unit within.
- C. **DHRM:** The Division of Human Resource Management (DHRM) field office assigned to the Department of Health and Human Services.

- D. **EDO:** The DHHS executive director's office.
- E. **Eligible employee:** One who has been employed by DHHS for a minimum of 12 consecutive months and worked 1,250 hours, excluding paid time off, during the 12-month period immediately preceding the day on which the employee applies for participation in the program.
- F. **Infant:** A child at least 6 weeks old and no more than 6 months old.
- G. **OU:** Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, or an assistant deputy director. The Utah State Hospital and Utah State Developmental Center are considered OUs.
- H. **Parent:** A biological or adoptive parent of an infant or an individual who has an infant placed in the individual's foster care by the Division of Child and Family Services.
- I. **Workplace:** Includes work in assigned state building or alternative telework site.

III. POLICY

- A. An eligible employee parent may bring an infant into an approved workplace during work.
- B. Participation in the program is a privilege and not a right.
- C. General requirements
 - 1. A parent or a designated alternate care provider shall be present and assume responsibility for the infant's care any time the infant is participating in the program.
 - 2. The parent and alternate care provider shall maintain a safe working environment while caring for the infant in the workplace.
 - 3. The parent or designated alternate care provider may not travel with the infant in a state-owned or leased vehicle.
 - 4. Infants are only allowed in workplace settings.
 - 5. Infants are not allowed in areas where there is a direct patient or client contact or where there are safety concerns for the infant, employees, or the public. This includes, but is not limited to, the physical spaces of the Correctional Health Services, Juvenile Justice and Youth Services shelter and detention sites, Office of the Medical Examiner, Utah Public Health Laboratory, Utah State Developmental Center, and Utah State Hospital.
 - 6. The infant's parent or designated alternate care provider shall provide the necessary furniture, supplies, and equipment suitable for the

infant's needs, ensuring that the equipment is not disruptive or creates a hazard. The parent or designated alternate care provider shall keep the infant at their work station during the workday.

7. If the infant becomes sick, is disruptive, or causes a distraction in the workplace that prevents the parent or others from accomplishing their work, the parent or designated alternate care provider shall arrange for off-site care for the infant. The parent shall submit leave requests in accordance with applicable state rules.
8. The parent or designated alternate care provider shall not change an infant's diaper at their workstation. All diaper changes and disposal shall take place in a restroom.

D. Alternate care provider

1. Parents bringing the infant into an assigned state building shall designate at least two alternate care providers who have signed the Infant at Work Program Alternate Care Provider Agreement before the parent will be allowed to bring their infant on-site.
2. An alternate care provider shall not receive external compensation for providing care while on work time.

E. Refer to the DHHS Policy 02-13 Nursing Mother for guidance on breastfeeding.

F. A parent or alternate care provider shall not bring a participating infant who is ill into a state building.

IV. PROCEDURE

A. To apply for the program, the employee shall:

1. Complete the Infant at Work Program Application and Agreement form;
2. Complete the Waiver of Liability form;
3. Work with the department's risk coordinator to complete the Desk Inspection Checklist for on-site workplace and ensure a current Telework Safety Checklist is complete for alternative workplace in a home;
4. Obtain a completed Infant at Work Program Alternate Care Provider Agreement form(s) from their designated alternate care provider(s); and
5. Submit each form to their immediate supervisor.

B. The employee's immediate supervisor shall review the request, approve or deny the request, and submit the request to the employee's division director

for final approval.

- C. The Infant at Work Agreement may be terminated at any time by a participating party.
- D. Participation in the Infant at Work Program shall terminate upon an infant turning 6 months of age.

V. EXCEPTIONS

- A. The executive director may make exceptions to this policy, in accordance with procedures outlined in DHHS Policy 01-01.



Tracy S. Gruber

December 18, 2023

Date

Utah Department of Health and Human Services Executive Director