

**DEPARTMENT OF HEALTH & HUMAN SERVICES
INFANT-AT-WORK PROGRAM
DISCUSSION CHECKLIST
PRE-PROGRAM MEETING**

Discuss workplace issues:

- What furniture does the parent want to bring?
- How will the workplace be organized to include ensuring no OSHA space violations?
- If the employee's current office space is not conducive, can the employee perform the duties from a different office location?

Discuss any safety risks or job duties (WPS) that will be problematic (*jobs that involve the provision of direct services and/or regular client or patient contact are not eligible for participation in the program*). Identify any high-stress or intensive projects that may impact the ability to care for the baby at work.

Review what the parent will do with soiled diapers.

Discuss the ongoing plan for scheduling:

- Will the employee return part-time initially?
- Will the scheduling impact FMLA entitlement?

Review employee's responsibilities from the policy.

Ensure backup daycare has been arranged in the event the baby is ill or disruptive.

Discuss the planned method for feeding the baby.

If the employee has short-term disability insurance, advise the employee to contact the insurance provider to learn the impact of returning to work on benefits.

Discuss any concerns the supervisor may have.

Advise the supervisor to meet with all program or area staff in advance of the baby's arrival to notify others of the approval. HR is willing to attend the meeting.

Meeting date: _____

Parent's Signature: _____

Supervisor's Signature: _____

HR Representative's Signature: _____