



LACTATION FRIENDLY WORKPLACE ADVOCATE

Tracking Form & Overview

This form provides recommendations for what information to cover during each meeting that occurs between an Advocate and Workplace. Advocates can track progress in the right-hand columns.

| Visit | Goals | Desired Outcomes | Objectives Met: Not Completed In progress Completed | Time Spent (Minutes) |
|-------|--|---|--|-------------------------|
| 1 | <p>Introduce project and importance of LFW.</p> <p>Review the Colorado Employer Toolkit with the workplace and provide the link to the employer training to review on their own time.</p> <p>Review activities and expectations for recognition.</p> | <p>Program has a copy of the toolkit and employer training, and understands the content.</p> <p>Timeline established to ensure success.</p> <p>Workplace understands the requirements for recognition.</p> | | |
| 2 | <p>Guide the workplace through the LFW assessment tool and review areas of opportunity.</p> <p>Develop an action plan (using toolkit template) that includes timeline and plan to address areas of opportunity.</p> <p>Provide relevant tools (i.e. sample policies, ideas for lactation space, etc.).</p> | <p>Self-assessment is completed by workplace, and areas of opportunity can be successfully addressed.</p> <p>Action plan is developed by the employer with assistance.</p> <p>Workplace begins working on policy and identification of space.</p> | | |
| 3 | <p>Create/review/change lactation policies.</p> <p>Discuss communications plan and identify key points to be shared with managers and staff.</p> <p>Look at existing lactation space or discuss options for establishing.</p> | <p>Program has a draft policy and communication plan prepared.</p> <p>Acceptable space is identified for breastfeeding/pumping.</p> <p>Areas of opportunity are addressed.</p> <p>Resources needed are identified.</p> | | |
| Email | <p>Final visit with program (can be completed virtually or via email).</p> <p>Review final policies and communication plan, ensure all resources and materials are available to employees, and make sure breastfeeding space meets requirements.</p> <p>Request the employer completes the LFW application with required evidence.</p> | <p>Review all components to ensure workplace meets criteria for LFW.</p> <p>Provide technical assistance as needed in collecting and submitting evidence.</p> | | |