

## CHILDREN IN THE WORKPLACE

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| <b>Policy Number:</b>  | HR-413   |
| <b>Effective Date:</b> | Approved by the <b>Eastern Washington State Historical Society (EWSHS)</b> Board of Trustees on March 4, 2020. |
| <b>Application:</b>    | Applies to all employees of the <b>Eastern Washington State Historical Society (EWSHS)</b>                     |
| <b>History:</b>        | Originally enacted in January 2013. Updated with new number in January 2017. This policy replaces BP #138.     |

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**Purpose** - To inform EWSHS employees of the requirements governing children in the workplace. The aim of this policy is to ensure that there is no disruption of the work environment, any negative impact on other employees or the public, and to ensure the safety and supervision of a child permitted to be on the EWSHS premises in accordance with this policy.

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**Definition:** For purposes of this policy, a child is defined as an individual under the age of 18 years who is not a paid visitor or employee of the EWSHS.

**Applicability:** This policy applies to employees who may wish to bring dependent children to the workplace. This policy does not apply to paid visitors or children that are enrolled in approved EWSHS programs.

**Sick Children:** A child who has an illness that prevents him or her from being accepted by a regular day care provider, particularly a child with an infectious disease, may not be brought to the workplace under any circumstances.

**Breastfeeding Mothers:** The EWSHS wishes to accommodate mothers who wish to express breast milk during reasonable break times for two years after the child's birth each time the employee has need to express milk in a private space, other than a bathroom, designated by the mother's supervisor that is discreet and away from public areas.

**Breastfeeding Infants:** Breastfeeding infants are an exception to this policy. The EWSHS accommodates mothers who wish to breastfeed during lunch hours or break times provided another caregiver brings the infant to the workplace and takes the infant away after breastfeeding.

**Child Care:** The workplace may not be used as an alternative for regular child care. When child care is unavailable, an employee must seek alternatives to bringing the child to the workplace. In such cases, an employee must use accrued leave hours or leave without pay to care for a child at a location other than the workplace.

**Emergency Exceptions for Employees:** In emergencies, e.g., when the employee cannot be absent from the workplace, the supervisor may grant an exception to this policy subject to the

authorization of the agency director. To request an exception, an employee submits a written request to the supervisor. Approved exceptions are subject to the requirements below.

**Acceptable Activities:** Participation in an organized and approved educational event that permits children to observe and / or participate in a parent’s work activities is acceptable. An incidental and brief visit by a child in the company of an adult person other than the employee to a parent’s workplace is acceptable.

**When Children are brought to the workplace, the following requirements apply:**

- Children are prohibited from entering hazardous areas. Laboratories, kitchens, collection storage areas, and workshops are examples of locations that often present hazards to children.
- The employee who brought the child to the workplace is responsible for keeping the child within his or her “sight and sound” at all times. The employee is not permitted to delegate supervision to any other employee.
- The employee who brought the child to the workplace is responsible for all aspects of the child’s behavior. The employee is responsible for the child’s safety and is financially responsible for any and all damages caused by the child.
- The presence of the child must not disrupt the work environment or negatively impact the productivity of the employee responsible for the child or other employees. The presence of the child must not negatively impact the experience of visitors.
- The supervisor of the employee may direct the employee to remove the child from the workplace at any time if the supervisor determines that this policy has been contravened.
- Children in the workplace should not be present in areas that are accessible to and visible by the public.

**References that apply to this policy**

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| RCW 43.10.005 |  |
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