

**Policy No. HR-413**

## Children in the Workplace

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**Applies to:** All employees of Eastern Washington State Historical Society (EWSHS)

**References that apply to this policy:** Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- RCW 43.10.005: Workplace pregnancy accommodations

**Effective date:** July 8, 2026

**History:** Originally enacted in January 2013. Updated with new number in January 2017, replacing BP #138. HR-413 was updated on March 4, 2020.

**Approved by:** EWSHS Board of Trustees

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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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### Scope

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.

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.

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### Policy

**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:**

- Employees who need to express breast milk will be provided reasonable break time as needed for up to two years following the child’s birth. EWSHS will provide a private space, other than a bathroom, that is shielded from view and free from intrusion for this purpose, in accordance with state and federal law.
- EWSHS also accommodates employees who wish to breastfeed their infants in accordance with the above, 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. All requests will be considered on a case-by-case basis. Approval of an individual request does not constitute ongoing authorization or otherwise relieve the employee of the obligation to make additional requests and receive approval as necessary.

**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 (e.g. “Take Your Child to Work Day”). 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. Such areas include but are not limited to, laboratories, kitchens, collection storage areas, and workshops.
- 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 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.