



Mike Braun
Governor

Lindsay M. Weaver, MD, FACEP
State Health Commissioner

IDOH Guidance for Infants at Work Program

As a supplement to the statewide [Infants at Work Policy](#), below are the IDOH-specific parameters outlining the responsibilities and procedures of the program. Adherence to the statewide policy is expected.

Eligibility

- An eligible infant is the biological or adoptive child of an eligible employee who is between 4 weeks to 6 months of age and is not yet able to crawl or walk without assistance. This ensures safety and minimizes disruption.
- Eligible IDOH staff include all full-time state employees, except field staff and those who work at the warehouse or any of our laboratories, including Weights and Measures, who were employed with the state of Indiana at the time of the infant's birth. Both mothers and fathers are eligible.
- Infants become ineligible at the end of the calendar week in which they reach 6 months of age or when they become mobile, whichever occurs first. It is the responsibility of the employee and their supervisor to ensure timely termination of program participation.

Locations

- Infants are not permitted in stairwells, state vehicles, storage rooms, utility or mechanical rooms, server rooms, fitness rooms, other non-IDOH buildings, or at off-site events such as conferences, trainings, inspections or surveys.
- The IDOH 2 North location has created an Infant Room on the second floor to the right of the elevator lobby. This room is dedicated to infant care where eligible employees may work for any reason and at any time during their participation in this program. Only eligible employees, their supervisors and select few other IDOH staff will have access to this room. The Infant Room is equipped with a refrigerator for infant food storage, a changing table, diaper disposal equipment and pack 'n plays for safe infant sleep. Changing stations will also be placed in the restrooms on affected floors as the program is utilized.
- Should the eligible employee wish to work from their workstation, [IDOH Administrative Services](#) is responsible for the evaluation of workspace compatibility and safety discussions with the eligible employee.

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.

2 North Meridian Street • Indianapolis, Indiana 46204 • 317-233-1325 • health.in.gov

An equal opportunity employer.

The Indiana Department of Health is accredited by the Public Health Accreditation Board.



Shuttle

Eligible employees and infants are permitted to utilize the IDOH Miller Transportation shuttles. Infants are not permitted in a stroller on the shuttle and must be safely restrained either in their car seat or held by the parent.

Disruption Decisions

The division director, senior leader, or delegate is responsible for determining whether an infant is disruptive enough to send the eligible employee home for the remainder of the day. Ad hoc remote work may be appropriate in this situation but must adhere to the [IDOH Remote Work Procedures](#). Otherwise, the eligible employee will be required to use accrued leave or request and receive approval to flex his or her schedule.

Procedures

- Employee discusses potential participation in the program with their supervisor to develop a schedule and plan of action
- Employee submits written request to supervisor for participation at least 10 business days in advance. Request must include the following:
 - [Participation Agreement, Waiver, Release, and Indemnity Form](#)
 - [Pediatrician Clearance and Workplace Suitability Form](#)
 - [Alternate Care Provider Form](#)
- Supervisor submits forms to division director and senior leader (assistant commissioner, chief of staff, etc.) for approval
- Senior leader signs and returns forms to employee
- Employee informs [Administrative Services](#) of participation approval
- Administrative Services will provide a tour of the second floor Infant Room, conduct an inspection of the employee's workspace to determine if it is safe for the infant and if not, provide instructions for the employee to ensure safety during program participation. Administrative Services will assist with any moves if needed.

Frequently Asked Questions

General Policy Questions

Q: What is the purpose of an Infant at Work policy? When does this program begin?

A: The Infant at Work policy is intended to support employees during the transition back to work after parental leave, promote retention, and strengthen a family-friendly workplace culture.



It demonstrates IDOH's commitment to employee well-being. The program is already in place, which means employees may begin bringing their infants to 2 North immediately upon approval.

Q: How far in advance should an employee request authorization to participate in the program?

A: For planning purposes and to ensure timely review, the eligible employee must submit all completed forms at least 10 days in advance of requested participation start date.

Q: How does this interact with parental leave?

A: The policy complements but does not replace parental leave. Employees are encouraged to take full advantage of leave before returning with infants.

Workplace Logistics

Q: Where can infants be present in the workplace?

A: Infants are allowed in all workspaces of 2 North. Employees who elect to move can be relocated to a workspace in the Infant Room on the second floor organized for infants for the length of time they bring their infants to work. See "Locations" section above for prohibited areas.

Q: When can infants be brought to work?

A: Infants may be brought to work at any time during the workday, on any day of the week. Employees should coordinate with their supervisor to discuss and confirm a schedule that works for both their role and their team. This conversation helps ensure that the arrangement supports productivity, safety, and the needs of the employee and their infant.

Q: Can infants attend meetings?

A: Infants should be able to attend most meetings. However, if it is deemed inappropriate for the infant to be in a meeting, you may rely on the previously identified alternate care provider indicated on the [Alternate Care Provider Form](#). This is a co-worker who has agreed to temporarily care for your infant for up to one hour per workday, during times when you must be in a workspace or meeting where infants are not permitted.



Q: How will noise or disruptions be managed?

A: We recognize that the transition to parenthood can be a significant adjustment, and we are committed to supporting caregivers during this time. To help balance the needs of caregivers and their colleagues, we encourage the use of the department's infant-friendly spaces, which are designed to provide comfort and flexibility for parents while minimizing disruptions in shared work areas.

While caregivers are welcome to bring infants into the workplace, we ask that if disruptions occur in shared spaces, they consider utilizing these designated areas. This approach helps ensure a productive and respectful environment for all staff, while also providing a supportive setting for caregivers and their children.

Q: Where can infants be breastfed?

A: [Ind. Code § 16-35-6-1](#) allows a woman to breastfeed her child anywhere she has the right to be. Employees can breastfeed in all workspaces of 2 North. Employees may also utilize the Infant Room on the second floor for feeding and infant care.

Q: How many nursing rooms and diaper changing stations are there? Where will these be located and what are the protocols for use?

A: Currently, there is one lactation/pumping room located on the basement level, one on the second floor, and two on the seventh floor. These rooms are secure and designated for employees to pump during the workday and are reserved by a calendar system. Employees with infants at work should confirm on the shared calendar a room is free before using it for infant feeding or reserve a room using the calendar. Contact [Administrative Services](#) for access to the rooms and calendar.

Changing stations will be placed in the restrooms on affected floors as the program is utilized. Diaper pails will be collocated with the changing stations. Waste will be disposed of by existing custodial services.

Health and Safety

Q: What about the health and safety of infants?



A: The participation agreement states that a workplace is not designed for infants and may contain certain hazards and risks, which include allergens, airborne viruses or bacteria including but not limited to RSV, influenza, and COVID-19. It also confirms that the infant will not be brought to the employee's work location when ill, feverish, or contagious, and the employee will leave with the infant immediately if symptoms arise. Infants must have received all vaccinations required by state law for the child's age during participation in the program.

Q: What happens if an infant is injured at work?

A: Any incident must be reported immediately to the [Human Resources Director](#) and documented according to workplace safety procedures. Caregivers remain responsible for supervision. In case of emergency, call 911 and then contact [Administrative Services](#).

Implementation and Oversight

Q: Who approves participation in the program?

A: The eligible employee's supervisor, division director, and senior leader review requests to ensure the arrangement is appropriate for the role and work environment. Supervisors and their leadership team can consult with [Human Resources](#) for guidance.

Q: What happens if the policy doesn't work for a particular employee or team?

A: Supervisors may revoke participation if disruptions or safety concerns arise.