



DURING THE COVID-19 PANDEMIC, CHILDREN ARE NOT PERMITTED IN THE WORKPLACE FOR ANY REASON, EXCEPT AS NOTED UNDER OREGON REVISED STATUTE 653.077 REST PERIODS FOR EXPRESSION OF MILK.

Infants and Children in the Workplace Guidelines

As a family-friendly employer, Southern Oregon University recognizes that employees, students and/or volunteers have domestic responsibilities that, on occasion, may conflict with their workplace responsibilities.

In certain **limited** circumstances, an employee may bring an infant or child into the workplace. The acceptable circumstances are:

- A. To provide nourishment for an infant (18 months of age or younger) under Oregon Revised Statute 653.077 Rest Periods for Expression of Milk.
- B. To deal with a medical need of a child (e.g., administering of medication, or other medical procedure but does not permit a sick or contagious child to be in the workplace).
- C. Specific campus events that are open to the public and specific dates and events that are announced in advance, when University employees are welcome to bring children to campus.
- D. An incidental and brief visit by a child to the parent's workplace (e.g., lunch break, etc.).

For the above limited circumstances, a child may only be brought to the work environment for the approved purpose.

Exceptions for specific, individual employee instances should be rare. If an employee needs to bring a child to the workplace on a particular occasion, he/she must obtain approval in advance from the immediate manager or supervisor as soon as the need is known. Approval may be granted for each single instance if all of the following conditions are met:

- The employee's need to bring the child to campus is urgent, compelling, not recurring and of short duration.
- The only alternative to bringing the child to campus is the employee's temporary absence from work.
- The University derives a clearly identifiable, temporary (short-term) benefit from the employee being at work at that particular time (e.g., meeting a non-moveable deadline).
- The child's presence is not disruptive to others and must not pose a safety risk to the child or others (e.g., toys or child carriers on the floor causing trip hazards, exposure to childhood diseases, etc.).

An employee who needs to care for a child during work hours, may qualify for a leave of absence under Family and Medical Leave Act or Oregon Family Leave Act. Information regarding these protected leaves is available through Human Resource Services.