SAFETY IN THE WORKPLACE POLICY

It is the policy of the company to provide safe working conditions for all employees, to provide instructions covering safe working methods and to make available special equipment required to protect employees against hazardous materials.

You are expected to observe all applicable safety requirements, to use the safety equipment provided, to practice safety at all times and to report immediately any unsafe or hazardous conditions to your supervisor. It is a job requirement that you help detect or eliminate unsafe conditions or acts at all times.

It is the duty of all employees to attend safety training meetings arranged by the company. Speakers from outside agencies, such as the American Red Cross, insurance companies, etc., may be scheduled and attendance at such programs is mandatory except where an employee is absent from work for an approved reason.

General

In general, if you have not been trained how to do a task or are not familiar with the equipment or the material, do not perform the task or handle the equipment or material.

When reaching for high objects, use an appropriate ladder or stool. Do not stand on a chair, carton or other substitute.

Accidents may be caused by falling objects, carelessly placed in elevated locations. All items should be properly stored and/or strapped down.

All electrical devices must be inspected for safety prior to use and periodically thereafter. Electrical cords that are badly worn or damaged must be repaired or discarded. Electrical cords should be routed so that they do not cross aisles or walkways.

Report defective or worn tools and equipment to your supervisor. Use machines only for their intended jobs. If the equipment has safeguards, use them.

Do not disable or override safeguards or other safety devices.

If you are taking prescription medicines that cause fatigue, drowsiness or otherwise impact your ability to perform your job, you should inform your supervisor. Do not lift or carry office equipment if you are less than fully alert.

The company can provide you with back braces, gloves, first-aid kits, fire extinguishers, carts and dollies for mail handling and for transporting heavy items. Safety equipment that is damaged will be replaced.

Back Brace and Dolly

Never lift or move anything that is too heavy for you. Never lift with your back. Keep the load close to your body. Your back should be as straight as possible. Have a firm footing. Bend your knees and lift with your leg muscles. Wear a back brace when heavy lifting is part of your daily activity. Empty standing water out of any appliances before attempting to move them. Use an air sled and/or dolly when moving appliances or units, even if you are moving the appliances or unit a short distance.

Ladders

Inspect ladders before use to make sure they are in good condition. Make sure the ladder is set on a firm, level base. Set extension ladders against a wall at a one to four ratio. (The base should be one foot from the wall for every four feet of height.) Extend straight ladders 36 inches above the edge when gaining access to a roof. Allow only one person on a ladder at a time. Never use metal ladders around electrical lines.

MSDS

Rev. 7/19/2021
Material safety data sheets and related information concerning hazardous materials in the workplace will be provided if we should encounter hazardous materials in our workplace.

**Remote Employees**

Each employee who telecommutes or works in a remote location should have a designated workspace that is maintained by the employee in a clean, professional and safe condition. Cross Country’s incident reporting guidelines will apply throughout the duration of the remote or telecommuting arrangement. Cross Country will provide worker’s compensation and liability protection as required by state statutes for such employees, but assumes no liability for any activities, damages or injuries that are not directly associated with or resulting from the employee’s official work related duties and over which Cross Country has no control. Cross Country also assumes no responsibility for any employee’s personal property.
The Company recognizes that employees with illnesses, including life-threatening illnesses, may wish to continue in as many of their normal pursuits as their condition allows, including work. As long as any such employee is able to perform the essential functions of his or her job (with or without reasonable accommodation) and medical evidence indicates that the condition does not pose a direct threat of harm to the employee, others or Company property, the employee may continue to report to work. Where a risk of harm exists, the Company will consider whether the risk can be eliminated or reduced through reasonable accommodation. At the same time, the Company must provide a safe workplace for all employees and customers.

The Company offers the following range of resources available through Human Resources:

- Management and employee education and information on illness including specific life threatening illnesses.
- Referral to agencies and organizations which offer supportive services for life-threatening illnesses.
- Benefit consultation to assist employees in effectively managing health, leave and other benefits.

Guidelines - When dealing with ill employees, Leaders should:

- Remember that an employee's medical condition is confidential and reasonable precautions must be taken to ensure that information regarding an employee’s health is provided only to those persons with a need to know.
- Contact Human Resources if you believe that you or other employees need information about an illness or if you need further assistance.
- Contact Human Resources if you have any concern about the possibility of an employee's illness being contagious.
- Contact Human Resources to determine whether a statement should be obtained from the employee's attending physician that continued presence at work will pose no direct threat to the employee, co-workers or customers and/or whether any reasonable accommodation may be recommended.
- Make reasonable accommodation for employees with illnesses, consistent with the business needs of the Company.
- Be sensitive and responsive to co-workers’ concerns and emphasize employee education available through Human Resources.
- Refer employees who feel threatened by a co-worker's illness to Human Resources.
- Remember that employees may have rights under the FMLA. Any questions regarding Company leave policies or the FMLA should be referred to Human Resources.
Cross Country recognizes that employees may be exposed to communicable diseases in the workplace or while traveling. Such illnesses include but are not limited to influenza and tuberculosis. Obviously, exposure to and the risks of these communicable diseases vary widely. An influenza (flu) pandemic is a worldwide outbreak of flu that occurs when a new type of influenza virus appears that people have not been exposed to before or have not been exposed in a long time. Pandemics (i.e., widespread outbreak of a communicable disease such as influenza) are different from seasonal outbreaks of influenza because they last much longer than most flu outbreaks and generally include “waves” of influenza activity that last 6-8 weeks, separated by months.

In order to protect employees’ health and safety, as well as limiting the negative impact to the economy and society, Cross Country is committed to reducing the risk of pandemic virus exposure in the workplace.

Unless conditions require Cross Country to close, employees should make every attempt to get to work within the bounds of their personal safety. In the event of extremely hazardous conditions, Cross Country may announce that the Communicable Disease Policy is in effect. When in effect, office employees should call the Emergency Alert Hotline for updates: (888) 468-7287.

All employees are responsible for leaving clear voice mail greetings communicating their absence from the office including encouragement to leave a message, as they will be checking their voice mail on a regular basis from home.

Cross Country abides by the recommendations of the Centers for Disease Control and Prevention (CDC).

At the outbreak of a pandemic, the Company offers the following range of resources available through Human Resources:

- Management and employee education and information on pandemic outbreaks including influenza (flu)
- Benefit consultation to assist employees in effectively managing health, leave and other benefits
- Hand sanitizer
- N95 face masks
- Nitrile gloves
- Tissues
- Receptacles for used supplies

Guidelines -- When dealing with ill employees, Leaders should:

- Remember that an employee's medical condition is confidential and reasonable precautions are to be taken to ensure information regarding an employee’s health is provided only to those persons with a need to know.
- Contact Human Resources if you believe that you or other employees need information about a pandemic virus or if you need further assistance.
- Contact Human Resources if you have any concern about the possible contagious nature of an employee's illness.
- Contact Human Resources to determine if a statement should be obtained from the employee’s attending physician that continued presence at work will pose no significant current risk of substantial harm to the
employee, co-workers or customers. The Company reserves the right to require an examination by a medical doctor appointed by the Company.

- Make reasonable accommodation for employees with illnesses, consistent with the business needs of the Company.
- Be sensitive and responsive to co-workers’ concerns and emphasize employee education available through Human Resources.
- Refer employees who feel threatened by a co-worker's illness to Human Resources.
- Remember that employees may have rights under the FMLA. Any questions regarding Company leave policies or the FMLA should be referred to Human Resources.

Travel alerts and advisories. Before traveling, employees should check the Centers for Disease Control and Prevention (CDC) for travel alerts or advisories regarding the potential for exposure to various diseases. If the CDC issues a travel advisory for an area to which an employee is scheduled for business travel, the employee is to discuss with his or her supervisor whether to postpone or cancel the trip and use an alternative method of communication, such as a teleconference or live video feed. Employees are expected to identify medical care resources when traveling to areas subject to a travel alert or advisory. The Human Resources Department will contact employees already in an area when an alert or advisory is issued.

Vaccinations. Employees are to obtain appropriate vaccinations for their destination areas. Cross Country will reimburse employees for vaccinations required for business travel.

Flu shots. Employees are encouraged to obtain flu shots to help prevent or reduce the effects of influenza. In addition, the company may sponsor a flu shot clinic for its employees. Employees will be notified in advance and provided with additional information regarding any company-sponsored flu shot clinic. The decision to take advantage of the flu shot is up to each individual employee.

Food and water precautions when traveling. Employees should consult the CDC website for recommendations for specific countries. Contaminated food and drink are the major sources of intestinal or stomach illnesses while traveling.

Workplace health and safety standards. Employees are expected to comply with all health and safety standards, especially when there is an outbreak of a communicable illness in the workplace or when they have one. For example, employees that are sick with the flu should remain at home to reduce exposing others at work. Employees are to wash their hands regularly and cover their mouths when sneezing or coughing. Employees are to report any areas of the workplace that need to be cleaned.

Reporting communicable illness. Employees diagnosed with a communicable disease are expected to follow the instructions of healthcare providers and inform the company about their infection when directed to do so by their physician or public health officials. The company will issue reports of communicable diseases as required by law to local health officials, workers’ compensation carriers, and the like. Employees and Leaders should contact the Human Resources Department if they believe that they or any other employee needs information about an illness or concern arises about the possible contagious nature of an employee’s illness.

Confidentiality. An employee’s medical condition is confidential, and information about an employee’s health is to be provided only to those persons with a need to know about it. Employees are expected to report information only as applicable law requires.
Reports from health providers. The supervisor, Human Resources Manager, and, if appropriate, a consulting physician will determine if a statement should be obtained from the employee’s attending healthcare provider that the employee’s continued presence at work will pose no significant risk of substantial harm to the employee, co-workers, or customers.

Fitness for duty. The company has the right to require an employee to undergo a medical examination to determine fitness for duty in accordance with its fitness for duty policy. When the company has reason to believe an employee has a communicable disease, the employee will be encouraged to take time off for a physical exam by a healthcare provider of his or her choice.

Accommodations. The company will accommodate employees with communicable diseases consistent with the business needs of the company and applicable law. If the Americans with Disabilities Act or state law applies to a particular employee’s condition, the company will make reasonable accommodations for the employee.

Leaves. Employees with communicable diseases may have rights to leave under the Family and Medical Leave Act. FMLA for one’s own serious health condition is limited to 12 weeks in any 12-month period and the leave may be taken in increments. In the event of a pandemic (i.e., widespread outbreak of a communicable disease such as influenza), employees may be granted additional leave, if they are infected with the disease or if they have been exposed to the disease, after FMLA has been exhausted. Additional unpaid leave of up to 12 weeks may be granted, at the discretion of Cross Country, to employees who are unable to work due to the pandemic for reasons unrelated to their own illness (e.g., to care for family members who are ill, or to care for a dependent child whose school has closed temporarily due to the pandemic). Employees should consult the leave policies and Human Resources for additional information.

Workers’ compensation. If a communicable illness is work related, the employee must report it by completing a workers’ compensation claim form in accordance with company policy.

In connection with this policy, Cross Country reserves the right:
To verify a work-related illness or accident through its own medical staff and/or by requiring the employee to furnish a statement from his or her own physician.

All medical information will be maintained in confidence.

Procedure. Employees absent from work due to illness or disability must notify their immediate supervisor as soon as possible indicating the nature of the illness or disability and the estimated length of absence. Failure to so report may be cause to consider the absence as unauthorized and without pay. If a need for leave is foreseeable, 30 days’ notice is required.

Upon returning to work, following a serious or prolonged illness or injury, the employee will be asked to furnish a written statement from the employee’s healthcare provider concerning the employee’s fitness for duty.

Telecommuting. Cross Country may make temporary telecommuting arrangements, as it deems necessary, under the special circumstances created by the pandemic (e.g., public transportation system shutdown prevents employees from commuting to work; employee has been exposed to disease). All informal telecommuting arrangements will be made on a case-by-case basis, focusing on the business needs of the organization.
CALIFORNIA OCCUPATIONAL SAFETY AND HEALTH ACT (CAL/OSHA)
Under the California Occupational Safety and Health Act, a California employer must provide and maintain a safe and healthful workplace for employees and, to that end, is required to develop and maintain a written, effective Injury and Illness Prevention Program that includes, among other things, instruction on safe workplace practices. The California Department of Industrial Relations/Division of Occupational Safety and Health administers the Cal/OSHA Act.
Workers have the right to file a complaint about workplace safety and health hazards. The name of any person who submits a complaint to Cal/OSHA must be kept confidential by law, unless the person requests otherwise.

ORGANIZATIONAL EXIT
The California Worker Adjustment and Retraining Notification Act (Cal-WARN Act) provides employees and their families time to prepare for a prospective job loss by requiring an employer to provide advance notice of a plant closing or mass layoff. While the state law is modeled after the federal Worker Adjustment and Retraining Notification Act (WARN Act), there are areas in which they differ, such as the definition of covered employer. In general, the Cal-WARN Act is more restrictive than the federal law.
· Be respectful of your potential readers and colleagues. Please do not use discriminatory comments, or engage in libel or slander when commenting about the Company, facility, staff members, patients/family, work superiors, co-workers or our competitors.

· Employees may not use the Company's logos or trademarks for commercial purposes.

· Any conduct which is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, website, or social networking on or through websites or services such as Twitter, Facebook, or similar sites/services. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden.

· Employees may not use the trademarks of the Company’s customers/healthcare facilities without their prior written consent.

The Company encourages all employees to keep in mind the speed and manner in which information posted on a blog, website, or social networking on or through websites or services such as Twitter, Facebook, or similar sites/services can be relayed and misunderstood by readers. Employees must use their best judgment. When in doubt, don’t post! Failure to follow these guidelines may result in discipline, up to and including termination. In enforcing this policy, the Company and facility reserves the right to monitor social media activities of employees, whether or not such activities are conducted with Company or facility resources, to the extent permitted and in accordance with applicable law.

XIX. EMPLOYEE INFORMATION REQUESTS

The Company will cooperate fully with requests for employee information from authorized law enforcement agencies and/or local, state and federal agencies which are conducting an investigation.

XX. OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)

In compliance with the OSHA final ruling on bloodborne pathogens (29 CFR Part 1910-1030), as an employee of the Company having occupational exposure to potentially infectious materials, you have the right to receive the Hepatitis B vaccination series, free of cost to you. The Company requires the completion and return of the Hepatitis B vaccination consent/declination form from you. You may elect to receive the vaccination series at any time while on assignment. Ask to speak with a Clinical Liaison at any time for this and any other OSHA related question or concern. Education and training on standard precautions and bloodborne pathogens is required as part of the annual Caregiver Safety Series self-study module. This module is available online and includes a self-study training manual. It is required that you review the manual carefully and complete the module online. Your Company Representative will provide you with the correct registration instructions. Protective equipment should be available at all client facilities. Contact your immediate supervisor to locate any specific items that you may need.

If you are exposed to bloodborne pathogens during your assignment, report the incident immediately to your supervisor at the client facility and seek immediate treatment. The client facility will provide you with a confidential medical evaluation. Contact the Company’s Workers’ Compensation Department and your Company Representative immediately following treatment to report the incident.

A. Bloodborne Pathogens

1. Exposure Control Plan/Universal Precautions

Definition: Bloodborne Pathogens are microorganisms in human blood that can cause disease in humans. The three most significant bloodborne pathogens are Hepatitis B (HBV), Hepatitis C (HBC) and Human Immune-deficiency Virus (HIV).

2. Exposure Determination/Classification

The risks of bloodborne diseases in the workplace are quite serious, yet you can learn effective ways of minimizing them. A good place to start is with the client facility’s written exposure control plan. A copy should be available for you to consult at the client facility during your work shift. If you are directly exposed to blood or infectious materials during the course of employment with the Company, you shall be considered eligible for free Hepatitis B vaccinations.

3. Standard Precautions

The Company recognizes and instructs all working personnel to treat blood and body fluids as infectious. You cannot identify every patient who may transmit infection nor can you afford not to since it takes just one exposure to become infected. Standard precautions resolve this uncertainty by requiring you to treat all human blood and certain human body fluids as if they were known to be infected with HIV, HBV, HBC or other bloodborne pathogens.

4. Engineering and Work Practice Controls

Each client facility agrees to include provisions for traveling staff as they would for their permanent staff regarding engineering, housekeeping and work practice controls for protection.

· Each client facility agrees to include provisions for traveling staff as they would for their permanent staff regarding engineering, housekeeping and work practice controls for protection.

· The whole range of equipment must be available wherever blood
or infectious materials might reach your work clothes (i.e., gloves, gown, and mask), skin, eyes, mouth or other mucous membranes.

c. Gloves shall be worn when it can be reasonably anticipated you may have contact with blood or infectious materials. Disposable gloves must be disposed of after each use.

d. Subject to each client facility’s policies and procedures, sharps must be discarded in leak-proof and labeled or color-coded containers for transport or shipping. Contaminated sharps should not be sheared or broken, bent, recapped or removed unless “no alternative is available.”

e. The client facility shall provide hand washing facilities readily accessible to you. You should wash your hands and any other skin with soap and water, or flush mucous membranes with water immediately after contact of such body areas with blood or other potentially infectious materials.

f. You are required to follow the assigned client facility’s policy and procedures, including, but not limited to, housekeeping, disposal of contaminated materials, observance of precautions of biohazard labels and infection control procedures.

g. You are responsible for reporting actual occupational exposures or any on-the-job injury to the Company’s Workers’ Compensation Department. A record of all known occupational exposures shall be kept by the Workers’ Compensation Coordinator.

B. Safety

Safety at work is vital to your success and that of the Company. Take the time to be oriented to the safety procedures and requirements at the client facility to which you are assigned.

C. Harassment Policy

The Company prohibits all forms of harassment such as race, color, religion, sex, age, national origin, ancestry, sexual orientation, physical or mental disability, veteran, or other protected status.

Harassment in the workplace is prohibited under federal, state laws and, where applicable, local laws and is a violation of Company policy. It is also unlawful to retaliate against an employee for filing a complaint of harassment or for cooperating in an investigation of such a complaint. The Company is committed to ensuring its workplace is free of harassment by employees or anyone with whom we do business.

Certain behavior does not have to be illegal to be inappropriate. Any behavior, whether illegal or inappropriate, that contributes to creating a hostile or coercive work environment, is prohibited.

1. Definition of Sexual Harassment

For purposes of this policy, sexual harassment is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating a work environment that is hostile, offensive, or coercive to a reasonable woman or man, as the case may be. While it is not possible to list all circumstances that may constitute sexual harassment or a hostile work environment, the following are some examples:

- Asking questions about sexual conduct, sexual jokes, conversations, advances or propositions;
- Written or verbal abuse of a sexual nature, sexually degrading or vulgar words to describe an individual;
- The display of sexually suggestive objects, pictures, posters or cartoons;
- Unwelcome and unwanted comments about an individual’s body, sexual prowess, or sexual deficiencies;
- Unwelcome touching, leering, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures; or
- “Quid Pro Quo” — Demanding sexual favors in exchange for favorable reviews, assignments, promotions or continued employment or promises of the same.

2. Reporting/Investigating Complaints of Harassment

If you believe you have been harassed or subjected to a hostile, offensive or coercive work environment, or if you are not sure whether certain behavior is unlawful harassment, we strongly encourage you to immediately notify your Clinical Liaison.

You should notify the appropriate chain of command within the client facility in which you are working or the Human Resources Department at that client facility. Investigations of complaints will be undertaken immediately and all information will be handled with the highest degree of confidentiality possible. Investigations will be designed to protect the privacy of, and minimize suspicion towards, all parties concerned.

3. If the matter is not resolved to your satisfaction, you may address the matter with any Officer of the Company. The Company’s Officers and/or Board of Directors will investigate the matter promptly. The decision of this review will be the final determination of the Company. For professionals working in the state of Maryland, if you are unable to resolve your grievance by following the process noted above, please contact the Maryland Nursing Staff Services Hotline by calling 1-800-492-6005 or you may submit a written complaint at www.dhmh.maryland.gov/ohcq/sitepages/faqs-complaints.aspx. For professionals working in the state of New York, guidance is available on the Division of Human Rights website, www.dhr.ny.gov, or by calling the Division at 888-392-3644, and on the Department of Labor’s website, www.labor.ny.gov, or by calling the Department of Labor at 888-469-
• Refuse to hire or maintain a system of employment that unreasonable excludes a person seeking employment
• Discharge an employee; or
• Discriminate against a person with respect to hiring, tenure, compensation, terms upgrading, conditions, facilities or privileges of employment based upon any of the following: race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, familial status, disability, sexual orientation or age.

An individual with alcoholism or a drug addiction is protected under the Minnesota Human Rights Act as a “qualified disable person” if he or she can, with reasonable accommodation, perform the essential functions of the job in question and he or she does not constitute a direct threat to property or to the safety of others.

MINNESOTA OCCUPATIONAL SAFETY AND HEALTH ACT

The purpose of the Minnesota Occupational Safety and Health Act of 1973 is “to assure so far as possible every worker in the State of Minnesota sage and healthful working conditions and to preserve our human resources…” the Minnesota Occupational Safety and Health adopt, by reference, the federal OSHA standards. However, Minnesota has adopted some “localized” standards that apply to hazards not covered by the federal OSHA standards. To view the differences between MNOSHA and federal OSHA, please visit the MN Department of Labor and Industry website.

MINNESOTA WOMEN’S ECONOMIC SECURITY ACT

The Act is a major piece of legislation aimed at improving working conditions for women that will have a significant impact on Minnesota businesses. A combination of at least nine different bills, the Act is intended to reduce the gender pay gap and to provide greater workplace protections for pregnant women and nursing mothers, among other things.

Key aspects of the Act include the following:

1. **The Act adds a protected class under the Minnesota Human Rights Act, Minn. Stat. Section 363A, et seq.** The Act expands the list of protected classes under the Minnesota Human Rights Act to include “familial status.” “Familial status” means “the condition of one or more minors being domiciled with (1) their parent or parents or the minor’s legal guardian or (2) the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The term also includes any person who is pregnant or in the process of securing legal custody of a minor.

2. **Pregnancy and parenting leave under state law is expanded to 12 weeks.** The Act doubles allowable unpaid leave under the Minnesota Parental Leave Act from 6 weeks to 12 weeks and allows employees to use leave for pregnancy-related needs.

3. **Additional protections for pregnant and nursing women.** The Act allows employees to bring a civil action to enforce their right to express breast milk during unpaid break times. In addition, employers with at least 22 employees are required to provide reasonable minor accommodations (e.g., water, food, and a stool) or a reasonable, temporary position transfer for pregnant workers.

4. **Wage disclosure protection.** The Act creates a new Section 181.172 of the Minnesota Statutes, to prohibit an employer from requiring non-disclosure by an employee of his or her wages as a condition of employment or to take any adverse employment action against an employee for disclosing or discussing the employee’s own wages or another employee’s wages, which have been disclosed voluntarily. In addition, employers with employee handbooks must include a notice to employees of their rights and remedies under Section 181.172.
5. **Expanded allowances for sick leave.** The Act allows employees to use existing earned sick leave under certain circumstances related to sexual assault, domestic violence, and stalking. It also allows grandparents to use existing earned sick leave to care for an ill or injured grandchild.

6. **Protections imposed for victims of stalking and sexual assault.** The Act expands eligibility for unemployment benefits to victims of stalking and sexual assault.

7. **Certification for state contracts.** The Act requires businesses with more than 50 employees seeking state contracts worth more than $500,000 to certify their compliance with existing equal pay laws.

8. **Funding for women and high-wage, high-demand, non-traditional jobs grant program and to promote women entrepreneurs and women-owned businesses.** The Act allocates money to establish a program to increase the number of women in high-wage, high-demand non-traditional occupations. It also appropriates $500,000 for grants to Women Venture and the Women’s Business Center of Northeastern Minnesota to facilitate and promote the creation of women-owned businesses in Minnesota.

**AGE DISCRIMINATION**

Minnesota law protects individuals who have attained the age of majority (18) from discrimination in the workplace based on age. Although age discrimination is generally thought of in terms of older workers, Minnesota employers must be mindful that they may not discriminate against younger persons on the basis of age. For example, an employer should not refuse to hire a 19-year-old for a position merely because the individual is perceived as “too young.” The employer may however refuse to hire a 19-year-old because that person does not possess the necessarily skills to perform the job.

**BREASTFEEDING**

An employer must: 1) provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child, and 2) make reasonable efforts to provide a room or other location, that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, in close proximity to the work area, other than a toilet stall, where the employee can express milk in private. The break time must, if possible, run concurrently with any break time already provided to the employee. An employer is not required to provide break time if doing so would unduly disrupt its operations.