

The University of North Carolina at Chapel Hill



Prepared by the Carolina Women's Center &  
Committee on the Status of Women

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## Quick References

- **Parenting@UNC:** <http://womenscenter.unc.edu/resources/parenting/>
- **Lactation Room Locations:** <http://womenscenter.unc.edu/lactation-rooms/>
- **On-campus Lactation Resources:** <http://womenscenter.unc.edu/lactation-resources/>
- **Carolina Women’s Center:** [cwc@unc.edu](mailto:cwc@unc.edu), 919-962-8305

**Developed with support from the following at UNC:** Carolina Women’s Center | Committee on Community and Diversity | Committee on the Status of Women | Employee Forum | Faculty Welfare Committee | Fixed-Term Faculty Committee | Provost’s Office | Office of Human Resources

## INTRODUCTION

The University of North Carolina at Chapel Hill is committed to supporting employees with children, including nursing mothers who want to lactate at work. Not all women want to or can breastfeed, but many mothers do, as recommended by the American Academy of Pediatrics (AAP).<sup>1</sup> Some combine breastfeeding with formula feeding by nursing before and after work and on their days off.

In line with federal and state regulations, UNC-CH has a policy to support breastfeeding in the workplace. This toolkit provides information on the health and business benefits of breastfeeding, about UNC-CH's policies and mandates around lactation spaces, and on ways for both supervisors and employees to balance work with the right to lactate.

## BENEFITS OF BREASTFEEDING

Some of the benefits of breastfeeding for babies include

- Fewer ear and respiratory infections;
- Protection against SIDS (Sudden Infant Death Syndrome);
- Lower mortality rate;
- Fewer allergies and less dermatitis;
- Fewer gastrointestinal disorders;
- Lower risk of Types 1 and 2 diabetes
- Reduced incidences of cancer; and,
- Reduced medical costs for both mother and baby.<sup>2</sup>

Documented benefits for mothers include

- Decreased risk of premenopausal ovarian and breast cancer;
- Potential for more rapid return to pre-pregnancy weight;
- Lower risk of Type 2 diabetes;
- Lower risk of osteoporosis;
- Potential savings of as much as \$105 per month in formula costs; and
- Strong, early bonding of mother and child.

### *What Happens When Women Can't Pump/Express Their Milk?*

Breastfeeding women need time to express/pump their milk regularly or they can suffer the following:

- **Extreme discomfort and distraction**, similar to a desperate need to pee.
- **Mastitis**, a very painful swelling and infection of the breast tissue which requires medical attention.
- **A decreased ability to produce enough milk** for their child.

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<sup>1</sup> [www.aap.org/healthtopics/breastfeeding.cfm](http://www.aap.org/healthtopics/breastfeeding.cfm). The AAP and the American Association of Family Physicians recommend that mothers breastfeed their infants until at least twelve months old. Many women choose not to or are unable to breastfeed. We recognize and support the full range of parenting and strive to make UNC family friendly for all families.

<sup>2</sup> *The Lancet Series*, "Breastfeeding: Achieving the New Normal," compiles the full benefits of breastfeeding for maternal and child health. It "represents the most in-depth analysis done so far into the health and economic benefits that breastfeeding can produce." <http://www.thelancet.com/journals/lancet/article/PIIS0140-6736%2816%2900210-5/fulltext>.

## LACTATION IN THE WORKPLACE

Not long ago, breastfeeding was considered a private action, solely carried out in the home. But today, many mothers choose to continue to breastfeed after returning to work. Not only does breastfeeding benefit the mother and child, it also accrues benefits to the mother's colleagues and workplace. The US Department of Health and Human Services (DHHS) reports that businesses which support breastfeeding enjoy "more satisfied, loyal employees and cost savings to the business" in the form of lower health care and insurance costs.<sup>3</sup> In actively supporting breastfeeding mothers, employers assist themselves, their organizations, and society.

Breastfeeding support programs provide the following social benefits<sup>4</sup>:

- **Lower healthcare costs** for individuals and companies.
- **Fewer workplace absences:** Mothers who do not breastfeed need twice as many one-day absences to care for sick children as mothers who do breastfeed.
- **Reduce costly employee turnover and improve retention:** Breastfeeding support programs reduce costly turnover,<sup>5</sup> thus reducing costs for training new employees.
- **Increased positive morale and productivity**, as well as improved public relations.

### **Breastfeeding Lowers Healthcare Costs for Organizations**

For every 1,000 babies not breastfed, there are an extra

- 2,033 doctor visits
- 212 days in the hospital
- 609 prescriptions

## FEDERAL, STATE, AND UNIVERSITY LACTATION POLICIES

In compliance with the *2010 Affordable Care Act* and the subsequent North Carolina Office of State Human Resources' *Lactation Support* policy<sup>6</sup>, UNC adopted its [Lactation Support Policy](#) in March 2010.<sup>7</sup> The [ACA includes three major provisions to support breastfeeding](#) that impact UNC and its employees<sup>8</sup>:

1. Workplaces must allow nursing mothers a "reasonable break time" to nurse or express milk for up to one year after the birth of the child.
2. Employers of 50 or more people must provide a **private, secure, non-bathroom** space for mothers to nurse or express milk.

<sup>3</sup> <http://mchb.hrsa.gov/pregnancyandbeyond/breastfeeding/>;

<http://mchb.hrsa.gov/pregnancyandbeyond/breastfeeding/businessmanagers.pdf>;

<http://www.businessgrouphealth.org/pub/f2ffe4f0-2354-d714-5136-79a21e9327ed>.

<sup>4</sup> <http://mchb.hrsa.gov/pregnancyandbeyond/breastfeeding/businessmanagers.pdf>;

<http://www.womenshealth.gov/breastfeeding/employer-solutions/business-case.html>.

<sup>5</sup> Ortiz J., McGilligan K., Kelly P. (2004). Duration of breast milk expression among working mothers enrolled in an employer-sponsored lactation program. *Pediatr Nurs*; 30:111-119.

<sup>6</sup> <https://ncoshr.s3.amazonaws.com/s3fs-public/documents/files/Lactation%20Support.pdf>

<sup>7</sup> <http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/worklife-and-wellness/lactation-support/#Policy>.

<sup>8</sup> <http://www2.aap.org/breastfeeding/files/pdf/FederalSupportforBreastfeedingResource.pdf>.

3. All ACA-compliant health insurance plans (non-grandfathered plans) must cover the costs of breast pumps, whether through rental or purchase. Two of UNC's health plan options—the Consumer Directed Health Plan and the Enhanced 80/20 Plan—meet ACA mandates. The Basic 70/30 Plan is grandfathered and does **not** cover breast pumps.

Everyone in the workplace should be familiar with the University and OSHR policies. Employees should also feel confident and comfortable bringing the policy to the attention of their supervisors. Together, supervisors and employees can discuss how they can most effectively balance the employee's work responsibilities with the right to breastfeed or express milk. The Program Coordinator for Faculty and Staff with the *Carolina Women's Center* can also help both employees and supervisors consider how to approach the discussion and find a solution.

An updated list of lactation rooms' locations—plus much more—is on the [Parenting@UNC](#) website.<sup>9</sup> UNC is also working to create more designated rooms to meet the recommendations of the *UNC Lactation Rooms Working Group Report (2011-2012)*.

## LACTATION SPACES AND ROOMS

The sections below detail how to meet the mandates of the ACA, the OSHR, and UNC's policies.

### TIME

On average, nursing mothers need to express breast milk approximately every three hours during the workday. The *UNC Lactation Policy*, in compliance with the ACA, mandates that supervisors must allow “reasonable break time” for lactation. Employees may use their paid regular breaks and lunch breaks for pumping<sup>10</sup>; extra time needed for breastfeeding or lactation is unpaid leave time.

#### *How Much Time Does Pumping/Expressing Take?*

On average, breastfeeding women returning to work need to pump an average of 25 minutes every 3 hours (not including time getting to and from the lactation room).

### SPACE

If there is not an existing lactation room within a 5-minute walk of the work site, the supervisor or employee should contact the Program Coordinator for Faculty and Staff at the *Carolina Women's Center*. The Program Coordinator can help identify an appropriate

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<sup>9</sup> <http://womenscenter.unc.edu/resources/parenting/>.

<sup>10</sup> UNC's break periods policy encourages, “as operational requirements permit and working conditions warrant, management [to] allow employees to take one 15-minute paid break during any work period of four consecutive hours. ... as deemed necessary for safety and health reasons, management may allow more than one break period per four hours as needed or require break periods at specific times of the day. Break periods are counted as work time.” See <http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/wage-hour/wage-hour-definitions/-Break-Periods>.

permanent or temporary space.

Modifying facilities to accommodate a designated Lactation Space is fairly simple and can be inexpensive. At minimum, a lactation room **must be ADA-compliant**. It must have

- dimensions of at least 8' x 10',
- a sink with, or be close to (within 250') a source of, hot running water,
- an easily accessible electrical outlet,
- a chair,
- a table or desk that can be used as a pumping station, and
- a lockable door, and curtains or blinds as necessary, for privacy.

The *UNC Lactation Rooms Working Group Report (2011-2012)* provides greater detail about UNC's standards for and categories of lactation facilities and the minimum requirements for each (see Appendix A), discussed in more detail below.

If creating a dedicated lactation room is not possible, there are a number of feasible temporary alternatives. Each of the following options should meet the requirements for a designated space (above).

- A **conference room** that can be locked from the inside, reserved in blocks for lactation,
- An **unused classroom** or **seminar room** that can be locked from the inside,
- An **empty office**,
- A **lounge** or **break room** that can be locked from the inside that can be reserved, or
- An **office borrowed from a colleague**. (Because of the inconvenience to the office's occupant and the unease it may cause the mother, this should be a last resort.)

Other options may be available, but as per federal law, a bathroom is **not** an acceptable lactation facility and **a breastfeeding mother may NOT be expected or required to use a restroom**.

### SECURITY

The door should have an internal door lock. Depending on where it is located, a UNC lactation room may have one of three external locks.

- In buildings frequently used by visitors (e.g., Morehead Planetarium, Student Union, NC Botanical Garden): **key or code** obtained from the building's reception desk.
- In secure buildings that require permission to access even during normal business hours:
  - In single unit buildings (e.g., Development), unlocked when not in use with an internal privacy lock.

- In buildings housing multiple units (e.g., Lineberger Cancer Center), **OneCard** access.
- Lactation rooms in open access buildings (e.g., classroom buildings): **OneCard** or **code** access.

\*\*\*For access to lactation rooms with your OneCard or a key code, please email [cwc@unc.edu](mailto:cwc@unc.edu). Requesting OneCard access enables users to access *all* lactation rooms with OneCard locks.\*\*\*

These locks ensure that only appropriate users have access to lactation rooms.

Additionally, the room should not contain any kind of security camera equipment.

#### **FURNITURE**

The room should have a table, a comfortable chair, and a trashcan.

#### **SUPPLIES**

Anti-bacterial soap (to clean equipment after use)

Paper towels

Door sign to indicate room in use (see Appendix C)

Sign with contact information to report housekeeping and other issues (see Appendix D)

Bulletin board (optional)

#### **ROOM POINT OF CONTACT**

The Carolina Women’s Center is the main of Point of Contact for all lactation rooms, but buildings may designate an employee to field daily maintenance responsibilities, such as cleaning. Contact information for the CWC POC and Housekeeping should be prominently displayed (see Appendix D). If the building chooses to designate an additional POC, their contact information should be added to the sign.

#### **HOSPITAL GRADE BREAST PUMP** (optional)

Because the ACA mandates that all non-grandfathered insurance plans cover the cost of individual breast pumps and because of the requirements for adequately cleaning the pumps, University lactation rooms are not equipped with Hospital Grade Pumps. The State Health Basic 70/30 Plan does not meet ACA coverage requirements, including not covering the purchase or rental of a breast pump. You must be enrolled in either the Enhanced 80/20 Plan or the Consumer Directed Health Plan (CDHP) Plan to be eligible for a free breast pump. For more information and to learn how to obtain a breast pump, please contact the [North Carolina State Health Plan](#) at 855-859-0966.<sup>11</sup>

Through the Office of Human Resources Work/Life unit, [HR offers Ameda Breastpumps](#)

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<sup>11</sup> <http://www.shpnc.org/>

[for a significant discount](#).<sup>12</sup> For more information, please contact the Benefits Office at 919-843-2300 or [benefits@unc.edu](mailto:benefits@unc.edu).

## HOUSEKEEPING

The UNC Lactation Rooms Working Group Report (2011-2012) includes a detailed description of the standards and practices Housekeeping follows for lactation rooms. Please see Appendix B. Housekeeping is aware of these responsibilities, and the Contact Information sign (Appendix D) includes the number for the Director of Housekeeping Services. In the case of new lactation rooms, the Director can assist with introducing new duties to the Housekeeping staff's schedule.

## WHAT SHOULD SUPERVISORS & CHAIRS DO TO SUPPORT BREASTFEEDING WOMEN?

Supervisors' support and cooperation are essential in helping women access their right to breastfeed. The following are things supervisors can do:

- **Accommodate breastfeeding/pumping time during the workday**—flexible break time—as needed. Under ACA requirements, supervisors and chairs *must* allow “reasonable break time” for women to nurse or express milk, for up to one year following the birth of the child. On average, breastfeeding women returning to work will need to pump an average of 25 minutes (not including time getting to and from the lactation room) every 3 hours.
- **Include lactation policies and resources in all employees' orientation:** When new employees join the unit, include lactation policies and resources as part of *all* employees' orientation to university policies and benefits. This knowledge sharing will also minimize non-nursing employees' dissatisfaction.
- **Understand the importance of sufficient parental leave** for new mothers to establish breastfeeding. It takes 6 to 8 weeks for baby and mother to establish a sufficient, consistent milk supply. Employees taking family leave should feel comfortable taking as much leave as they want, as allowed by the policy governing leave options (e.g., [FMLA](#) or the [Faculty Serious Illness, Disability, or Parental Leave](#) policy). Supervisors may also support **intermittent FMLA** or *Parental Leave* (e.g., the employee takes 8 weeks of continuous leave and uses the remaining 20 days to work 3 days/week for 10 weeks); the employee and supervisor should agree to a proposed schedule before the employee begins leave.
- **Before employees go on parental leave**, discuss their plans for returning to work and what kinds of accommodations they may need. This does **not** mean the supervisor can or should ask, “Do you plan to breastfeed when you return?” Rather, the supervisor should ask an open-ended question, such as:

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<sup>12</sup> [hr.unc.edu/files/2012/11/CCM3\\_031896.pdf](http://hr.unc.edu/files/2012/11/CCM3_031896.pdf)

- ❖ *“Have you thought about your return from family leave?”*
- ❖ *“How can we help welcome you back?”*
- ❖ *“What kinds of accommodations do you think you’ll need when you return?”*
- ❖ *“I know we discussed all this when you joined the team, but let’s revisit. We have several options, including lactation accommodations and resources. We can also talk about flexible work hours and location.”*
- **Help nursing mothers to return to work gradually or on a flexible schedule**, if possible. They will experience less disruption to their breastfeeding and be better able to meet their work obligations as a consequence.
  - ❖ *For example*, scheduling the first day back on a Thursday or Friday provides the employee a gentler return to work.
- **Support leaves and flexible schedules**: Support the nursing mother’s partner’s participation in the birth and lactation process by supporting leaves and flexible schedules when possible.
- **Know the location of the nearest lactation facility**; if your staff work off-site, know the location of lactation spaces in parts of campus where they frequently work.
- **Consider setting up a permanent or temporary lactation space** in your unit or building. The *Carolina Women’s Center*, in collaboration with Facilities, can help identify a range of solutions.
- **Support proactively the University’s [flexible work policy](#)**, when possible. It includes temporary changes in work hours, flexible work schedules, and flexible work locations (“teleworking”).<sup>13</sup>
  - Explore the possibility for the employee to resume her duties by working from home for the first two weeks.
  - Discuss whether, once the employee has returned, she would want to work from home 1-2 days a week for a period.
  - Consider whether the employee could work a split shift or could adjust the start and end time (e.g., Start at 7am instead of 8am and leave at 3pm).
- **Be proactive in educating other employees** about the mandated accommodations for breastfeeding co-workers in order to avoid possible misunderstandings and resentment.
  - ❖ *For example*, let co-workers know that breaks for pumping are allowed and supported.
- **Determine whether any visitors might require accommodations** (wheelchair access, lactation space, dietary restrictions) if the unit hosts a special event (such as a conference, workshop, retreat, appreciation day, etc.). Be prepared to meet that need and/or answer questions about the nearest available lactation room.
  - ❖ *For example*, add a question to your planning and/or registration such as “Do you require accommodations due a medical condition, disability, dietary restriction, or lactation?”

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<sup>13</sup> <http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/employment/flexible-work-arrangements-for-spa-and-epa-non-faculty-employees/>.

## WHAT SHOULD BREASTFEEDING FACULTY AND STAFF DO?

All employees can do the following:

- **Educate yourself** about the [university policy](#) for breastfeeding.<sup>14</sup>
- **Support colleagues** who breastfeed.
- **Before going on parental leave:**
  - **Consider whether you plan to breastfeed** and how to incorporate lactation into your work day.
  - **Discuss accommodations with your supervisor or chair:** what will you need and how can you balance your work responsibilities with your right to lactation?
    - If your job duties allow, could you take advantage of UNC's [flexible work policy](#)<sup>15</sup>? There are a number of ways to use the policy. You could return to work part-time initially, work from home for a period or work from home 1-2 days a week temporarily. You might also consider requesting the option to come in earlier or leave later to accommodate your feeding schedule.
    - Can you start back on a Thursday or Friday so that you have a gentler return to work?
    - How will your lactation breaks impact scheduling meetings or other responsibilities?
  - **Locate the closest lactation room.** If there is not one within a 5-minute walk, would it be possible to create a lactation room in your unit? If it is not possible to create a dedicated lactation space, is there a private office or conference room you could reserve 2-3 times a day? The Carolina Women's Center, in collaboration with Facilities, can help you identify a range of solutions. (Remember: per ACA federal law, a supervisor **cannot** expect or require a nursing mother to use a bathroom or public space for lactation.)
  - **Consider where you will store expressed milk:** Is there an employee fridge in which you could store expressed milk, or will you need to bring a cooler to work?
  - **Practice using the breast pump at home** until you are comfortable with it.
- **Upon your return to work:**
  - **Provide your supervisor or chair with a letter of support** for breastfeeding from your healthcare provider (doctor, midwife, lactation specialist, or nurse), such as the example [here](#).<sup>16</sup> This is not required, but it supports your claim.
  - **Keep your supervisor informed** about your needs and how the accommodations are working.
  - **Raise proactively any questions** about a potential need to change or revise your accommodations.
  - **Address concerns with co-workers directly**, as they arise.

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<sup>14</sup> <http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/worklife-and-wellness/lactation-support/#Policy>.

<sup>15</sup> <http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/employment/flexible-work-arrangements-for-spa-and-epa-non-faculty-employees/>.

<sup>16</sup> <http://www.workandpump.com/letter.htm>

- ❖ *For example*, make sure that co-workers know that breaks are allowed and that you are still responsible for the work.
- **Alert the organizers of events you will need accommodation** for lactation ahead of time (e.g., conference, workshop, retreat, appreciation day).

## WHAT SHOULD FACULTY AND BREASTFEEDING STUDENTS DO?

Faculty and students may also need to work together to accommodate a student's need—and right—to breastfeed.

- **Educate yourself about UNC's policies and resources and Title IX protections** for pregnant and parenting students. [The Pregnant Scholar](#) is an excellent resource for general information.<sup>17</sup>
- **Students:**
  - **Contact the Equal Opportunity and Compliance Office (EOC)** to learn about and obtain reasonable accommodations ([eoc.unc.edu](http://eoc.unc.edu); 919.966.3576).
  - **Contact your professors** to discuss how your lactation may impact your classes.
  - **Work with your professors to find *reasonable* accommodations.** These may include leaving class 5 minutes early or arriving 5 minutes late; during a long seminar (2 hours or more), it may include taking a break to nurse/express milk. If you and your professor agree to this accommodation, be sure to arrive or leave creating as little disruption as possible.
  - **Develop an explicit plan** with your faculty for how you can make up or supplement work or time missed.
  - **Identify the lactation rooms most convenient for your schedule and course locations** before classes begin. If you will return to classes in the middle of a semester, make sure you rethink your routine to accommodate your nursing or pumping needs.
  - **Have a clear sense of how long nursing or pumping takes you.** Will you have enough time to pump between back-to-back classes and still arrive on time? If not, contact the instructor of the impacted course to arrange a reasonable accommodation.
  - **Make a plan for how you will store your milk** until you can go home. Will you carry a small cooler with you? Do you have access to a fridge where you would feel comfortable leaving your milk?
- **Faculty:**
  - **Work with students to find *reasonable* accommodations.** These may include allowing a student to leave class 5 minutes early or arrive 5 minutes late; during a

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<sup>17</sup> <http://www.thepregnantscholar.org/>

long seminar (2 hours or more), it may include allowing the student a break for lactation. The EOC and ARS Offices can provide support in determining accommodations that are reasonable for your class.

- **Develop an explicit plan** for how the student will be able to make up or supplement work or time missed.

## CONTACT INFORMATION AND ADDITIONAL RESOURCES

UNC Chapel Hill Information and Resources		
Information about:	Source:	Contact or access
Lactation, parental leave, and gender equity policies and resources:	Carolina Women’s Center	919-962-8305 <a href="mailto:cwc@unc.edu">cwc@unc.edu</a> <a href="http://womenscenter.unc.edu/">http://womenscenter.unc.edu/</a> Parenting@UNC: <a href="http://womenscenter.unc.edu/resources/parenting/">http://womenscenter.unc.edu/resources/parenting/</a>
Lactation and parental leave policies:	UNC Human Resources <ul style="list-style-type: none"> <li>• FMLA Policy</li> <li>• FMLA Summary</li> <li>• Faculty Serious Illness, Major Disability and Parental Leave Policy</li> <li>• Lactation Support</li> </ul>	919-843-2300 <ul style="list-style-type: none"> <li>• <a href="http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/family-medical-leave-fmla/">http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/family-medical-leave-fmla/</a></li> <li>• <a href="http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/family-medical-leave-policy-summary/">http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/leave-and-holidays/family-medical-leave-policy-summary/</a></li> <li>• <a href="http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/leave/faculty-serious-illness-major-disability-and-parental-leave-policy/">http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/leave/faculty-serious-illness-major-disability-and-parental-leave-policy/</a></li> <li>• <a href="http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/worklife-and-wellness/lactation-support/">hr.unc.edu/policies-procedures-systems/spa-employee-policies/worklife-and-wellness/lactation-support/</a></li> </ul>
Benefits plans, and additional programs for families:	UNC Human Resources	919-843-2300  <i>Benefits:</i> <a href="http://hr.unc.edu/benefits/benefit-plans/">http://hr.unc.edu/benefits/benefit-plans/</a>  <i>Wellness Programs:</i> <a href="http://hr.unc.edu/benefits/wellness-programs/">http://hr.unc.edu/benefits/wellness-programs/</a>  <i>Work-Life Programs:</i> <a href="http://hr.unc.edu/benefits/work-life-programs/">http://hr.unc.edu/benefits/work-life-programs/</a>
Assistance with housekeeping issues:	Darius Dixon, Director of Housekeeping Services	919-962-1440 <a href="mailto:Darius.Dixon@fac.unc.edu">Darius.Dixon@fac.unc.edu</a>
For the previous lactation policy and guidelines:		Chancellor’s Child Care Advisory Committee. “Lactation Space: A Tool Kit for Department’s and Managers.” University of North Carolina at Chapel Hill. 2008.

UNC breastfeeding support resources:	<p>Carolina BEBES</p> <p>Carolina Global Breastfeeding Initiative (School of Public Health)</p> <p>UNC Hospital Lactation Consultants</p> <p>North Carolina Breastfeeding Coalition</p> <p>La Leche League of Chapel Hill, NC</p>	<p><a href="http://breastfeeding.sph.unc.edu/take-action/carolina-bebes/">http://breastfeeding.sph.unc.edu/take-action/carolina-bebes/</a></p> <p><a href="http://breastfeeding.sph.unc.edu/">http://breastfeeding.sph.unc.edu/</a></p> <p>984-974-8078 <a href="http://www.uncmedicalcenter.org/uncmc/care-treatment/womens-health/maternity/bf-lc/">http://www.uncmedicalcenter.org/uncmc/care-treatment/womens-health/maternity/bf-lc/</a></p> <p><a href="http://ncbfc.org/">http://ncbfc.org/</a></p> <p><a href="http://lllofchapelhill.org/">http://lllofchapelhill.org/</a></p>
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Federal and National Information and Resources		
Information about:	Source:	Contact or access
Provisions and accommodations under the <i>Affordable Care Act</i> (2010):	<p>Department of Labor</p> <p>US Breastfeeding Committee</p>	<p>ACA. Breastfeeding Benefits. Healthcare.gov. <a href="https://www.healthcare.gov/coverage/breast-feeding-benefits/">https://www.healthcare.gov/coverage/breast-feeding-benefits/</a></p> <p>American Academy of Pediatrics. <i>Federal Support for Breastfeeding</i>. 2013. <a href="http://www2.aap.org/breastfeeding/files/pdf/FederalSupportforBreastfeedingResource.pdf">www2.aap.org/breastfeeding/files/pdf/FederalSupportforBreastfeedingResource.pdf</a></p> <p>Department of Labor. "Break Time for Nursing Mothers." <a href="http://www.dol.gov/whd/nursingmothers/">http://www.dol.gov/whd/nursingmothers/</a></p> <p>Fact sheet #73: Break Time for Nursing Mothers under the FLSA. <a href="http://www.dol.gov/whd/regs/compliance/whdfs73.htm">http://www.dol.gov/whd/regs/compliance/whdfs73.htm</a></p> <p>US Breastfeeding Committee. "Federal Workplace Law." <a href="http://www.usbreastfeeding.org/workplace-">http://www.usbreastfeeding.org/workplace-</a></p>

		<p><a href="#">law.</a></p> <p>United States Breastfeeding Committee. <i>Workplace Accommodations to Support and Protect Breastfeeding</i>. Washington, DC: United States Breastfeeding Committee; 2010.  <a href="http://www.usbreastfeeding.org/p/cm/ld/fid=196">http://www.usbreastfeeding.org/p/cm/ld/fid=196</a></p>
For Equal Opportunity and Compliance issues:	Equal Employment Opportunity and Compliance	<p>Enforcement Guidance: Unlawful Disparate Treatment of Workers with Caregiving Responsibilities.  <a href="http://www.eeoc.gov/policy/docs/caregiving.html">http://www.eeoc.gov/policy/docs/caregiving.html</a></p> <p>Questions and Answers about EEOC's Enforcement Guidance on <i>Unlawful Disparate Treatment of Workers with Caregiving Responsibilities</i>.  <a href="http://www.eeoc.gov/policy/docs/qanda_caregiving.html">http://www.eeoc.gov/policy/docs/qanda_caregiving.html</a></p> <p>Employer Best Practices for Workers with Caregiving Responsibilities.  <a href="http://www.eeoc.gov/policy/docs/caregiver-best-practices.html">http://www.eeoc.gov/policy/docs/caregiver-best-practices.html</a></p>
For pre-ACA resources on supporting lactation:	<p>U.S. Department of Health and Human Services.</p> <p>Center for Prevention and Health Services, National Business Group on Health</p>	<p><i>Easy Steps to Supporting Breastfeeding Employees</i>. DHHS Health Resources and Services Administration, Maternal and Child Health Bureau, 2008.  <a href="http://mchb.hrsa.gov/pregnancyandbeyond/breastfeeding/easysteps.pdf">http://mchb.hrsa.gov/pregnancyandbeyond/breastfeeding/easysteps.pdf</a></p> <p>Slavit, Wendy I. et al. <i>Investing in Workplace Breastfeeding Programs and Policies: An Employer's Toolkit</i>. Washington, DC: Center for Prevention and Health Services, National Business Group on Health, 2009.  <a href="https://workfamily.sas.upenn.edu/archive/links/slavit-w-2009-investing-workplace-breastfeeding-programs-and-policies-employer%E2%80%99s-toolk">https://workfamily.sas.upenn.edu/archive/links/slavit-w-2009-investing-workplace-breastfeeding-programs-and-policies-employer%E2%80%99s-toolk</a></p>

## Appendix A: Lactation Room Requirements<sup>18</sup>

Basic Model (UNC “Basic Level Lactation Room”)	Better Model <sup>19</sup> (UNC “Standard Level Lactation Room”)	State of the Art <sup>19</sup>
Room minimum size 8’ x 10’ (NOT a bathroom or a shower) and fully accessible to persons with disabilities <sup>20</sup>		
Room that locks from the inside <sup>21</sup> and allows for privacy of user (window curtains or blinds)	Privacy curtain shielding door	
Electrical Outlet (110V) within reach of chair and table		
Comfortable chair	+ Footstool	Recliner
Table or flat surface to hold breast pump		
Room located near sink (within 250’)		Sink in room
Paper towels and soap dispenser by sink in nearby room	Paper towels and soap dispenser in room	
Disinfectant wipes in room		
Employee provides breast pump <sup>22</sup>		
Employee stores breast milk in employee fridge, shared employer fridge, or personal cooler		
Changing table <sup>23</sup>		
Wastebasket		
Room is cleaned by University Housekeeping daily and by individual users after use.		
Sign with contact information (Housekeeping, CWC, building manager)	Wall clock Bulletin board for educational materials or communications; educational materials available	Mirror, warm décor Internet access

<sup>18</sup> All specifications comply with federal mandates for lactation rooms and are aligned with UNC’s *Lactation Rooms Working Group Report 2011-2012*; this table includes some changes reflecting ACA mandates. **All lactation rooms must be fully accessible to persons with disabilities.** If rooms serve multiple users, there must be enough outlets, seating, and flat surface to accommodate the maximum occupancy simultaneously.

<sup>19</sup> Better and State of the Art rooms meet the minimum requirements identified in the Basic requirements column (empty boxes) or exceed those minimums (filled boxes).

<sup>20</sup> Existing lactation rooms will be updated to be fully accessible to persons with disabilities, as funds allow.

<sup>21</sup> UNC has the goal to update all existing and new lactation rooms with OneCard-based access.

<sup>22</sup> The ACA mandates that all non-grandfathered health plans cover the purchase or rental of a personal breast pump. For this reason and because of the difficulty of ensuring the hygiene of shared breast pumps in non-hospital setting, UNC no longer recommends including a hospital grade breast pump in designated lactation rooms. This is a change from the Working Group’s recommendations.

<sup>23</sup> All new lactation rooms must include changing tables; existing rooms will be updated as possible.

UNC identifies a fourth category of space available for lactation: the “Convenience Room.” It is used only as-needed for lactation (e.g., it is not a dedicated space) and does not meet the basic requirements identified by the federal government. It *does* fulfill the following standards:

- Private room that is NOT a bathroom or shower
- Door lockable from the inside for privacy.
- Electrical outlet within reach of workspace and chair.
- Chair
- Workspace (table, desk, or counter)
- Predominantly handicapped accessible.
- Windows have appropriate treatments for privacy.

## Appendix B: Cleaning and Housekeeping

Lactation room users are responsible for bringing their own equipment and cleaning up after each use.

**It is the responsibility of anyone using the lactation room to clean up any spills of breast milk, while using the lactation room. Cleaning solution and paper products will be provided in each of the lactation rooms. Please notify University Housekeeping, if you are out of the cleaning solution or supplies.**

**University Housekeeping will police the area from the hours of 8:00am to 4:00pm during regular daytime office hours, and will perform all other cleaning tasks at night.**

Lactation Room	Frequencies						
	Monitor	Daily	Weekly	Monthly	Quarterly	Bi-annually	Annually
<b>Tasks</b>							
Spot clean countertops & surfaces	X						
Clean and disinfect sinks		X					
Check paper products		X					
Dust			X				
Empty trash	X						
Spot clean trashcans and replace soiled liners	X						
Dust mop floors completely			X				
Spot mop floors	X						
Wet mop floors completely			X				
Detail Cleaning-walls/floor/furniture/fixtures			X				
Burnish floors			X				
Clean building surfaces			X				
Spot clean/dust furniture surfaces			X				
Vacuum floors completely			X				
Extract carpet						X	
Strip and refinish floors							X

### **Basic Description of Tasks & Services**

- ✓ Empty trash containers - Carry container to cart and empty. Replace liner if necessary.
- ✓ Clean trash containers - Spray inside of container with approved cleaner. Wipe out and replace liner.
- ✓ Vacuum and mop floors. - Vacuum entire floor, including edge, corners, baseboards, around furniture. Mop entire floor including edge mopping, around furniture, with an approved cleaner at proper mixture levels.
- ✓ Clean Floors - Hard surface floors will be scrubbed and assessed for the amount of finish that

will be applied to deliver a polished appearance.

- ✓ Clean walls, partitions and doors - Wipe partitions, walls and doors clean with approved cleaning solution.
- ✓ Spot clean walls, partitions and doors - Remove finger smudges, spots, or graffiti from walls and doors as required with appropriate cleaning materials.
- ✓ Clean drinking fountains - Wipe all surfaces of fixtures with approved cleaner; polish bright work.
- ✓ Clean and disinfect restroom fixtures - Clean and disinfect restroom fixtures with an approved chemical.
- ✓ Clean sinks - Wipe all surfaces of fixtures with approved cleaner; polish bright work.
- ✓ Replenish supplies of Paper supplies-Refill paper dispenser & make sure it is working properly.
- ✓ Clean mirrors and partitions - Wipe all surfaces of fixtures with approved cleaner.
- ✓ Dust surfaces and vents - Wipe down surfaces and dust surfaces which are free of objects, including vents, ledges, window sills, and cubicle partitions.
- ✓ Spot carpet care - Use carpet steam cleaner to appropriately clean the area that has been stained.

## Appendix C: External lactation room sign<sup>24</sup>



For a printable pdf, look [here](#).

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<sup>24</sup> From Ball State University.

## Appendix D: Internal lactation room sign

FOR COMMENTS AND CONCERNS ABOUT  
CLEANING AND SUPPLIES, PLEASE CONTACT  
THE DIRECTOR OF HOUSEKEEPING SERVICES

FOR COMMENTS, CONCERNS AND  
SUGGESTIONS ABOUT THE LACTATION ROOM  
OR RELATED ISSUES, PLEASE CONTACT THE  
CAROLINA WOMEN'S CENTER'S PROGRAM  
COORDINATOR FOR FACULTY AND STAFF  
([CWC@UNC.EDU](mailto:CWC@UNC.EDU); 919.962.8305)

TO PROVIDE FEEDBACK ABOUT LACTATION  
ROOMS AND RESOURCES,  
PLEASE COMPLETE THE SURVEY HERE:  
[HTTPS://WWW.SURVEYMONKEY.COM/R/5VM8QKQ](https://www.surveymonkey.com/r/5VM8QKQ)

For a printable pdf, look [here](#).