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| <b>SOP – I - 0027</b>  | <b>DELTA Lactation &amp; Wellness Room</b>   |                                       |
| <b>SOP Type:</b>       | <input checked="" type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA<br><input type="checkbox"/> External SOP - DELTA-level that affects these entities:<br><input type="checkbox"/> Unit SOP - DELTA individual unit(s) affected: |                                       |
| <b>Contact:</b>        | DELTA Business Office  |                                       |
| <b>Effective Date:</b> | May 4, 2016  | Last revision date: September 6, 2017 |

## 1. Introduction

DELTA supports mothers in the workplace who desire to provide breastmilk to their babies. In conjunction with federal laws<sup>1</sup>, a private lactation space has been established in the Center for Technology and Innovation (CTI) Building, Suite 220-07. This room provides electrical outlets, a comfortable chair with an attached swiveling table, sink and a refrigerator for nursing mothers. This procedure is intended to establish guidelines and responsibilities for the use of the DELTA lactation room, including the refrigerator and sink located in the lactation space.

In addition, when the room is not in use by nursing mothers, we recognize the value of having a place to rest quietly for a few minutes during a work break.

## 2. Policy

It is the policy of North Carolina State Government to assist working mothers with the transition back to work following the birth of a child by providing lactation support. A lactation support program allows a nursing mother to express breast milk periodically during the work day. DELTA provides staff, faculty and students space, privacy, and time for nursing mothers to express breast milk:

- a) **Location:**  
1010 Main Campus Drive  
Center for Technology & Innovation  
Suite 220-07

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<sup>1</sup> Section 4207 of the Federal Fair Labor Standards Act requires that employers “provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child’s birth each time such employee has the need to express the milk”. Employers are also required to provide “a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk”.

**b) Availability and Time:**

For DELTA staff and students

Weekdays: Monday through Friday

Hours of operation: 8am – 4pm

Reserve Lactation Room: The DELTA lactation room is available for reservation through the assigned Google calendar, CTI-220-07-DELTA-Lactation. Each business day, the last hour of operations, from 4:00 pm to 5:00 pm, will be blocked for nursing mothers to retrieve stored items.

NC State currently has 17 lactation rooms located around campus, and five more in various stages of planning. These are available for use by all staff, faculty and students. Reference attachment “A” for specific location and contact information.

Employee’s should speak with their supervisor to request and arrange for appropriate and reasonable break times for lactation purposes. It may be helpful to discuss and arrange plans with the supervisor before starting maternity leave. Break times for lactation purposes only cover on-campus facilities. This procedure does not cover an employee going home to nurse an infant.

When not in use by nursing mothers, and with the understanding that nursing moms have priority, we also welcome other DELTA staff to schedule the room if you need a quiet place to rest, reflect or take a break with the approval of your supervisor. Please note your use of the room by scheduling on the calendar, with the understanding that nursing moms will take precedence and that your reservation of the room can be canceled if it is needed by a nursing mother. This is not intended to be a room for a meeting or for multiple individuals; rather, if used for a wellness purpose, it is for a personal, quiet break.

**c) Recommendation**

In recognition of the American Academy of Pediatrics’ recommendations on breastfeeding, the law requires the breaks to be provided for one year after a child’s birth.

**3. Use of the Lactation Room**

**a) Space rules**

- The lactation room’s primary intent is for the purpose of expressing breast milk – nursing mothers take precedence at all times.
- Please lock the door when in use.
- Place the "Please do not disturb" sign on the outside of the door prior to use, and remove from door after use is complete.
- Be sure to leave the sign in the room after use.
- After using the room, check to ensure the room is clean for the next mother.
- The nursing mothers are responsible for storage of the expressed breast milk, and the cleanliness of the room and refrigerator.

#### b) Refrigerator Rules

- The sole intent for this refrigerator is to store expressed milk during the work day.
- All breast milk should be labeled with mother's name and date, and taken home daily.
- Any milk remaining at the end of the work week will be disposed.

#### c) Sink Rules

- The primary intent for this sink is for the nursing mother to use for hand washing and cleaning breast pump equipment.
- Inform the business office if soap and paper towels are running low.
- Leave the sink area clean for the next use.

#### d) Wellness Rules

- The use of the room for wellness purposes is to provide a place for quiet, calm reflection for a short period of time.
- The room is not intended as a "sick room." If you are ill with anything that can possibly be contagious, please go home!
- The refrigerator is not intended for staff usage, so please do not put anything in the refrigerator. If you use the sink, then it is your responsibility to leave everything tidy and clean when you are through.

### 4. Resources

- a) NC Office of State Human Resources Lactation Policy Training for HR Managers and Supervisors PDF file - <https://oshr.nc.gov/policies-forms/workplace-wellness/lactation-support>
- b) NC State University Lactation Support - <https://ts.hr.ncsu.edu/lactation-support/>
- c) [https://en.wikipedia.org/wiki/Patient\\_Protection\\_and\\_Affordable\\_Care\\_Act](https://en.wikipedia.org/wiki/Patient_Protection_and_Affordable_Care_Act)
- d) <http://www.dol.gov/whd/nursingmothers/faqbtm.htm>
- e) Campus Lactation Rooms: <https://oied.ncsu.edu/faculty/lactation-and-baby-care-rooms/>
- f) <http://www.littler.com/publication-press/publication/flsa-amended-require-breaks-mothers-express-breast-milk>

**North Campus:**

Cox 122 (Google Calendar: COX. 515-2501, Jamie Barber, jdvrabel@ncsu.edu, 4216 Broughton Hall).

Daniels 424 (Google Calendar: DAN. 515-2362, Bill Irwin, william\_irwin@ncsu.edu, 400 Daniels) has a small refrigerator.

D. H. Hill Library (515-3364, Travis Tyo, travis\_tyo@ncsu.edu, For access to the space, please ask staff at the Circulation Desk.)

Thomas 3517 (515-5711, Michele Wolfe, mbwolfe2@ncsu.edu, 3510 Thomas Hall)

Caldwell M9A (Google Calendar: CAL. 513-7056, Allen Emory, al\_emory@ncsu.edu)

1911 Building Room 130, dual purpose kitchen/lactation room (Google Calendar:NIN. 513-2339, John Craig, jpcraig@ncsu.edu.

Poe 416 (Google Calendar:POE. 515-5514, Kaitlan Acree , kmacree@ncsu.edu) has a small refrigerator.

146 Scott Hall (Google Calendar: SC. 218-9251 or 515-7255, Jeff Hall, jeffhall@ncsu.edu; Natasha Dillon, natashadillon@ncsu.edu, room 134 Scott Hall)

SAS Hall, Room 5121 (Open unless occupied, 515-2528, Alison McCoy, amccoy@ncsu.edu) has a baby changing station, small refrigerator and sink.

**Central Campus:**

Biltmore 1009 (515-2883, Dean's Office)

Student Health Addition Room 1116. Dual purpose; Bicycle commuter shower room/lactation room (open unless occupied).

Talley Student Center 4th Floor. (Information Desk on second floor, 515-3138. To reserve on a regular basis call 513-8368, Event Services office).

**Centennial Campus, Avent Ferry Complex:**

Avent Ferry Technology Center 122 (Google Calendar: AFH. 513-0747, Nate Maynard, nate\_maynard@ncsu.edu).

Hunt Library room 1202, (call 515-7110, the Ask Us Desk, for access) has baby changing station and sink.

3001B EBII (Google Calendar: EB2. 515-2067.) has small refrigerator.

2107A Toxicology (515-2274 office main line, Janet Roe or Jeanne Burr, or 513-7940 Jeanne Burr, jaburr@ncsu.edu, Toxicology Suite 1104) has a small refrigerator and shelving for short term storage.

**Administrative Services, McKimmon Center, College of Veterinary Medicine:**

Administrative Services Building III, Room 355 – dual purpose telephone room/lactation room (Google Calendar:AS3, 513-3956, Pat Johnson, pat\_johnson@ncsu.edu)

College of Veterinary Medicine B104X (513-6786, Janice Cofield, front desk receptionist, jfcofiel@ncsu.edu).

McKimmon Center (on request. ask front desk receptionist).