

## **Supporting Breastfeeding at Work**

### **State and Federal Law support breastfeeding in the workplace:**

- State law requires employers to provide reasonable break time, either compensated or uncompensated throughout the day for the employee to express breast milk and make reasonable accommodation to provide an appropriate space that is not a bathroom stall. 21 V.S.A. § 305
- The Fair Labor Standards Act, 29 U.S.C.A. 207(r) (1) (a) requires employers to provide a “reasonable break time for an employee to express breast milk for her nursing child. “Employers are 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.” 29 U.S.C.A. 207(r)(1)(b)

### **Statement of Support:**

The Vermont Department of Health supports women to continue to breastfeed and pump at work. Breastfeeding employees returning to work have relatively few and simple work needs: a convenient, safe, private and comfortable location at the worksite, the ability to take several breaks during the work shift to pump, and, support from supervisors and colleagues.

In support of the above, VDH will provide the following:

1. A flexible schedule for nursing or pumping women. This time should not exceed the normal time allowed for lunch and breaks. For any time above lunch and breaks, annual or personal leave will be used or the employee may request supervisory approval to adjust their work day to accommodate this need (i.e., come in 15 minutes later and stay 15 minutes later).
  - a. VDH will allow children in the workplace in support of breastfeeding, but only as it is needed for this purpose.
2. A designated, suitable location in which to breast feed or pump, which means a clean, private, lockable area other than a bathroom, where an employee can express milk or breastfeed her child privately. If the location is not her own office or pod, she will get approval from the appropriate party prior to using the space. If space is not available in the employee’s immediate work area, VDH will designate room 1B as the Department’s Lactation room for 108 Cherry Street, Burlington location. Each Health Department District office as well as the Health Department Lab will identify a suitable location for use as lactation space.

3. Every location will create a guide and protocol for reserving the lactation space.
4. Notification/Support: When an employee notifies her supervisor that she will be taking maternity leave to deliver or adopt a newborn infant, the supervisor is encouraged to provide the employee with a copy of this most current VDH policy on how we support breastfeeding in the workplace.

## **Implementation Guidelines for Lactation Space**

### **Minimum requirements for a Lactation Room:**

- a) A safe and private space (that is not a bathroom) with a chair and a small table or shelf to set the breast pump on and includes an electrical outlet, a door that can be locked from the inside, a nearby sink, and a small refrigerator.
  - Furnishings include: Chair, table/counter, a work station (computer and phone).
  - Optimal lactation space includes sink and a dedicated refrigerator located in the pumping space.

- b) Space and location of facilities:

Space is either a dedicated, private pumping/breastfeeding room, or a floating, multipurpose room (space available) that is located within a 5 minute walk of employee work stations.

#### **Lactation Room Standards:**

- i. Electrical Outlet (standard 110V)
- ii. Room locks from the inside
- iii. Comfortable chair
- iv. Table, desk, or flat surface to hold the breast pump
- v. Room has a sink or nearby sink for washing hands and equipment
- vi. Small refrigerator nearby or within the room for storing milk

## **Detailed Standards:**

### **Lactation Room**

Lactation rooms should provide, at a minimum, a lockable door and a coded keypad; a chair that provide sufficient back support; a table or work surface to rest breast pump and other supplies in front of the chair; a small utility-type sink; storage for cleaning supplies and paper towels; adequate HVAC service, including a thermostat; soft lighting and well-placed electrical outlets. Accessibility guidelines should be met for all the features of the room. One room for every 100 female employees or 200 male and female employees.

### **Size**

A minimum footprint of 7 feet by 7 feet is recommended as it allows for a 5-foot radius circle with 24-inch deep counters on two walls. Other configurations such as 10 feet by 5 feet work well, too.

### **Location**

Mothers' rooms should be located in a safe area accessible to all. They should not be located in areas that would not be suitable for the preparation and storage of food.

### **Privacy**

Install a user-operated deadbolt for privacy. The best locks are indicator dead bolts that display an "occupied" message to discourage interruptions.

### **Sound Privacy**

Walls should reach up to the structure above to minimize sound transmission over them into adjacent spaces. Install sound attenuation in walls to minimize sound transmission. Install fabric panels, curtains, carpeting, or other sound-dampening materials to minimize echoes.

### **Chair**

Provide a task chair suitable for a workstation. Seat, back, armrest, lumbar, tension, and height adjustments are preferable. Casters are also important to allow the user freedom of movement when hands are occupied with bottles of milk and pump parts.

### **Table/Counter**

Provide a minimum 20-inch deep by 30-inch wide plastic laminate or solid work surface for the pump and bottles to rest on in front of the task chair. Provide a 30-inch wide clear knee space beneath the counter. Provide above counter outlets at the work area. If a telephone is provided, it should be within easy reach of the work area.

### **Sink**

Provide a sink and faucet combination deep enough to wash bottles and pump parts. Goose neck or kitchen type faucets are recommended. If possible, locate the sink adjacent to the work area.

### **Lighting and HVAC**

Task lighting should be provided over the sink and the work area. Overhead lighting is also appropriate if light levels at the work surfaces are adequate. Temperature should be maintained year-round at a comfortably warm level such as in a dressing room. Install a thermostat in the room to increase user control and thermal comfort.

### **Milk Storage**

Install a midsize or compact refrigerator for milk storage. Under-counter models help conserve floor space but should not take up the knee space beneath the work area.

### **Accessories**

Useful accessories in a mothers' room include a trash can, a paper towel dispenser, a coat

rack or coat hooks, a full-length mirror. If many mothers will be sharing the room, installing a clipboard or bulletin board outside the door will help schedule room use.

## **References and Resources:**

### **Worksite Wellness**

- **Creating a Healthy Workplace: A step-by-step guide to help your program be a success**

The [Worksite Wellness Resource](#) provides employers with the steps and supporting information to aid in planning, developing, implementing, and evaluating a worksite wellness program. The Resource focuses on the major risk factors related to chronic disease: poor nutrition, physical inactivity and tobacco use.

- **Slavit W, editor. [Investing in Workplace Breastfeeding Programs and Policies: An Employer's Toolkit](#). Washington DC: Center for Prevention and Health Services, National Business Group on Health; 2009.**

### **Lactation Room Design Standards**

- **American Institute of Architects: [Lactation Room Design](#)**

<b>Lactation Room Protocol</b>			
Date created:	October 2014	Last revision date:	February 2015
Author:	Ilisa Stalberg, MCH deputy director		
Division:	Maternal and Child Health (MCH)		

## PURPOSE

The purpose of this protocol is to support Vermont Department of Health employees, guests, and visitors to continue to breastfeed and pump at work. Supervisors, managers, employees, and Department of Human Resources staff are strongly encouraged to familiarize themselves with the Vermont Department of Health Breastfeeding Policy: **Supporting Breastfeeding at Work**. This can be found at:

[http://isa2004/intranet/policy/documents/breastfeeding\\_at\\_work.pdf](http://isa2004/intranet/policy/documents/breastfeeding_at_work.pdf)

## PROCEDURE

### **Location**

The Lactation Room is located in Room 1B, off the lobby of 108 Cherry Street.

### **Security**

The Lactation Room is equipped with a State of Vermont Card Reader and is only accessible to authorized users (to become an authorized user, see below). The Lactation Room is also equipped with an internal lock with indicator (*vacant/in use*) to prevent access while in use.



## Availability, Access & Scheduling

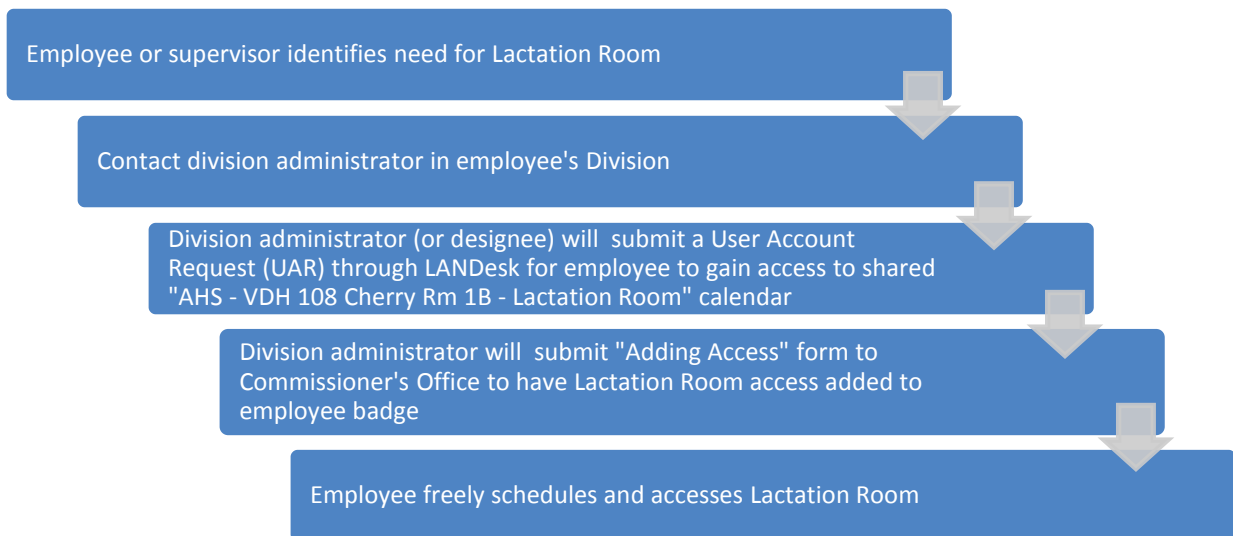
The Health Department Lactation Room is available for use by: 1) VDH employees stationed at 108 Cherry Street, 2) other state employees temporarily co-located at 108 Cherry Street, and 3) guests and visitors.

A shared Outlook calendar (AHS – VDH 108 Cherry Rm 1B – Lactation Room) will be made available to employees and users that will be using the Lactation Room on a regular basis. The Lactation Room can be reserved for one-time use or for recurrent use.

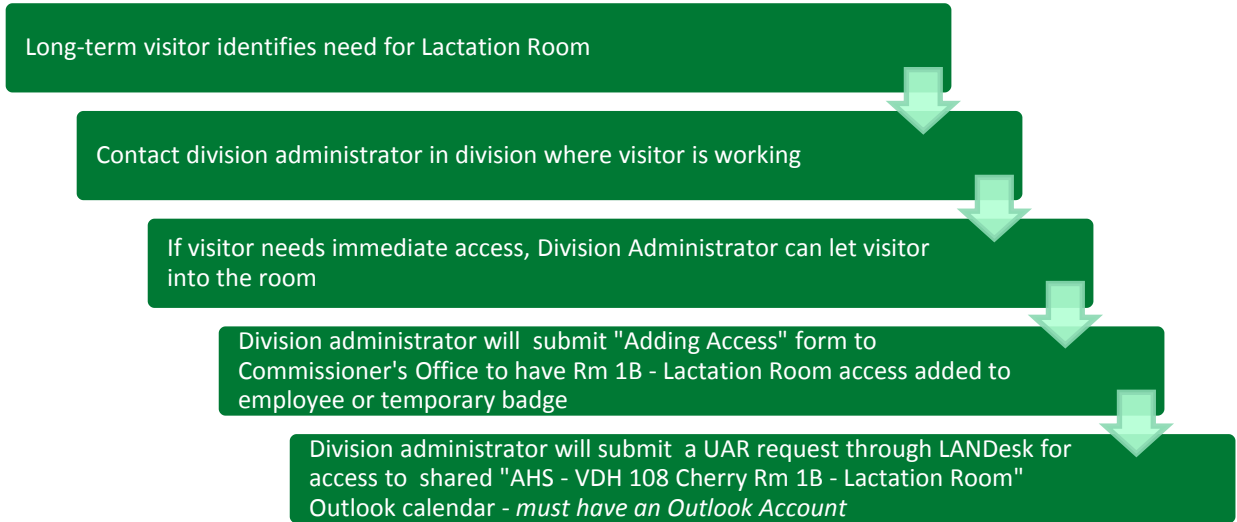
Availability	Access	Scheduling
VDH employees stationed at 108 Cherry Street	Granted access with State ID, once need is identified	Access to shared Outlook calendar
Other state employees temporarily co-located at 108 Cherry Street	Access to “Lactation Badge” available for sign-out in Suite 302	Access to shared Outlook calendar
Guests & visitors	Must be escorted	Hosts will work with their division administrator to identify availability

The following outlines the steps involved in gaining access and scheduling the Lactation Room.

### VDH employees stationed at 108 Cherry Street



## Other state employees temporarily co-located at 108 Cherry Street



**Guests & Visitors:** Must be escorted to the Lactation Room by someone who has access. Hosts (meeting organizers) should check with any of the key contacts below to gain access and to identify availability of the room.

**Removing access:** When an employee or visitor no longer needs access to the room, the division administrator will need to submit a UAR request through LANDesk and “Disabling Access” form to the Commissioner’s Office to change the permissions for the calendar and remove access to Rm 1B.

## FURTHER INFORMATION

### **Access to Lactation Room & Scheduling**

Emily Trutor	ADAP	<a href="mailto:Emily.Trutor@state.vt.us">Emily.Trutor@state.vt.us</a>	802-651-1552
Tina Royer	Admin	<a href="mailto:Tina.Royer@state.vt.us">Tina.Royer@state.vt.us</a>	802-951-1258
Karen LaFond	BMP	<a href="mailto:Karen.LaFond@state.vt.us">Karen.LaFond@state.vt.us</a>	802-657-4222
Kim Bean	CSHN	<a href="mailto:Kim.Bean@state.vt.us">Kim.Bean@state.vt.us</a>	802-865-1318
Al Johnson	HPDP	<a href="mailto:Al.Johnson@state.vt.us">Al.Johnson@state.vt.us</a>	802-951-0162
Ashley Goodrich	HS	<a href="mailto:Ashley.Goodrich@state.vt.us">Ashley.Goodrich@state.vt.us</a>	802-863-7251
Kat Seaton	MCH	<a href="mailto:Katherine.Seaton@state.vt.us">Katherine.Seaton@state.vt.us</a>	802-863-7279
Roberta Downes	OLH	<a href="mailto:Roberta.Downes@state.vt.us">Roberta.Downes@state.vt.us</a>	802-951-4023
Kerry Winger	OPHP/EMS/EH	<a href="mailto:Kerry.Winger@state.vt.us">Kerry.Winger@state.vt.us</a>	802-951-1220

### **Questions on Vermont Department of Health Breastfeeding Policy**

Ilisa Stalberg	MCH	<a href="mailto:Ilisa.Stalberg@state.vt.us">Ilisa.Stalberg@state.vt.us</a>	802-951-4026
Karen Flynn	MCH/WIC	<a href="mailto:Karen.Flynn@state.vt.us">Karen.Flynn@state.vt.us</a>	802-652-4171
Trish Cassi	MCH/WIC	<a href="mailto:Tricia.Cassi@state.vt.us">Tricia.Cassi@state.vt.us</a>	802-652-4177

### **Questions on Lactation Room set up and maintenance**

Kris Benevento	Operations	<a href="mailto:vdh.facilities@state.vt.us">vdh.facilities@state.vt.us</a>	802-859-3006
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