



Appendices

[The University of North Carolina at Chapel Hill](#)

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

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 cwc@unc.edu http://womenscenter.unc.edu/ Parenting@UNC: http://womenscenter.unc.edu/resources/parenting/
Lactation and parental leave policies:	UNC Human Resources <ul style="list-style-type: none"> • FMLA Policy • FMLA Summary • Faculty Serious Illness, Major Disability and Parental Leave Policy • Lactation Support 	919-843-2300 <ul style="list-style-type: none"> • 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-policy-summary/ • http://academicpersonnel.unc.edu/faculty-policies-procedures-guidelines/leave/faculty-serious-illness-major-disability-and-parental-leave-policy/ • hr.unc.edu/policies-procedures-systems/spa-employee-policies/worklife-and-wellness/lactation-support/
Benefits plans, and additional programs for families:	UNC Human Resources	919-843-2300 <i>Benefits:</i> http://hr.unc.edu/benefits/benefit-plans/ <i>Wellness Programs:</i> http://hr.unc.edu/benefits/wellness-programs/ <i>Work-Life Programs:</i> http://hr.unc.edu/benefits/work-life-programs/
Assistance with housekeeping issues:	Darius Dixon, Director of Housekeeping Services	919-962-1440 Darius.Dixon@fac.unc.edu
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>http://breastfeeding.sph.unc.edu/take-action/carolina-bebes/</p> <p>http://breastfeeding.sph.unc.edu/</p> <p>984-974-8078 http://www.uncmedicalcenter.org/uncmc/care-treatment/womens-health/maternity/bf-lc/</p> <p>http://ncbfc.org/</p> <p>http://lllofchapelhill.org/</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. https://www.healthcare.gov/coverage/breast-feeding-benefits/</p> <p>American Academy of Pediatrics. <i>Federal Support for Breastfeeding</i>. 2013. www2.aap.org/breastfeeding/files/pdf/FederalSupportforBreastfeedingResource.pdf</p> <p>Department of Labor. "Break Time for Nursing Mothers." http://www.dol.gov/whd/nursingmothers/</p> <p>Fact sheet #73: Break Time for Nursing Mothers under the FLSA. http://www.dol.gov/whd/regs/compliance/whdfs73.htm</p> <p>US Breastfeeding Committee. "Federal Workplace Law." http://www.usbreastfeeding.org/workplace-</p>

		<p>law.</p> <p>United States Breastfeeding Committee. <i>Workplace Accommodations to Support and Protect Breastfeeding</i>. Washington, DC: United States Breastfeeding Committee; 2010. http://www.usbreastfeeding.org/p/cm/ld/fid=196</p>
For Equal Opportunity and Compliance issues:	Equal Employment Opportunity and Compliance	<p>Enforcement Guidance: Unlawful Disparate Treatment of Workers with Caregiving Responsibilities. http://www.eeoc.gov/policy/docs/caregiving.html</p> <p>Questions and Answers about EEOC's Enforcement Guidance on <i>Unlawful Disparate Treatment of Workers with Caregiving Responsibilities</i>. http://www.eeoc.gov/policy/docs/qanda_caregiving.html</p> <p>Employer Best Practices for Workers with Caregiving Responsibilities. http://www.eeoc.gov/policy/docs/caregiver-best-practices.html</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. http://mchb.hrsa.gov/pregnancyandbeyond/breastfeeding/easysteps.pdf</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. https://workfamily.sas.upenn.edu/archive/links/slavit-w-2009-investing-workplace-breastfeeding-programs-and-policies-employer%E2%80%99s-toolk</p>

Appendix A: Lactation Room Requirements¹⁸

Basic Model (UNC “Basic Level Lactation Room”)	Better Model ¹⁹ (UNC “Standard Level Lactation Room”)	State of the Art ¹⁹
Room minimum size 8’ x 10’ (NOT a bathroom or a shower) and fully accessible to persons with disabilities ²⁰		
Room that locks from the inside ²¹ 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 ²²		
Employee stores breast milk in employee fridge, shared employer fridge, or personal cooler		
Changing table ²³		
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

¹⁸ 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.

¹⁹ 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).

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

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

²² 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.

²³ 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
Tasks							
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 sign²⁴



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

²⁴ 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; 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](#).