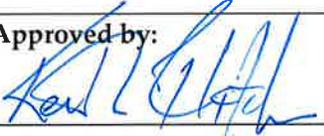


District of Columbia Department of Health  <h2>Lactation Rooms</h2>		<b>PROCEDURE 291.000</b> Implementing Office: Office of the Director/Community Health Administration Training Required: Yes Originally Issued: <b>JAN 17 2019</b> Revised/Reviewed:
<b>Approved by:</b>  LaQuandra S. Nesbitt MD, MPH; Agency Director	<b>Review by Legal Counsel:</b>  Phillip Husband, Esq.; General Counsel	<b>Effective Date:</b> <b>JAN 17 2019</b>  <b>Valid Through Date:</b> <b>JAN 17 2022</b>

<b>I. Authority</b>	Reorganization Plan No. 4 of 1996; Mayor’s Order 1997-42; Patient Protection and Affordable Care Act (P.L. 111-148); District of Columbia Human Rights Act of 1977, as amended.
<b>II. Reason for the Policy</b>	By District law, a woman has the right to breastfeed her child in any location, public or private, where she has the right to be with her child. By federal law, employers are required to provide reasonable break time for an employee to express breast milk for her nursing child, as well as a place, other than a bathroom, that is shielded from view free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. DC Health fully supports the right of a mother to breastfeed her child. DC Health strongly supports the right of new mothers to breastfeed, and express breast milk for their children. The Department is fully committed to providing clean and welcoming lactation rooms to accommodate new parents.
<b>III. Applicability</b>	This SOP shall apply to employees, contract staff, interns, and summer youth employees, collectively referred to herein as “employees” or “DC Health employees.”
<b>IV. Policy Statement</b>	Lactation rooms are spaces in DC Health buildings set aside for parents to breastfeed their child and/or express breast milk. The Office of Facilities Management, within the Office of the Director (OD), is responsible for ensuring that lactation rooms are cleaned each business day, and responding to any maintenance issues in a lactation room, e.g. lighting or door locks that require repair. The

Community Health Administration (CHA) is responsible for maintaining the following supplies in all lactation rooms:

1. A hospital grade breast milk pump;
2. Disinfectant wipes;
3. A refrigerator for breast milk storage;
4. Adhesive labels to mark breast milk containers with the date;
5. Door signage where the occupant can indicate the room is in use;
6. Hand soap (in rooms with sink available);
7. Health educational materials applicable to new mothers.
8. Bulletin board

The Nutrition and Physical Fitness Bureau (NPFB), within the CHA, is responsible for ensuring that supplies in lactation rooms are replenished as needed.

If the lactation room contains a sink, it must also contain a diaper-changing station, a container suitable for the sanitary disposal of diapers, hand soap, and paper towels.

Lactation rooms are reserved solely for nursing mothers. A lactation room must lock from the inside to permit privacy. If multiple nursing mothers wish to share the room on a voluntary basis, they may do so.

A hospital-grade breast milk pump will be provided in each lactation room. Nursing mothers are expected to provide their own attachment kit for personal use.

Refrigerators are to be provided in lactation rooms for nursing mothers to store breast milk for later use. Containers stored in lactation room refrigerators are required to be labelled with the date the milk was expressed. Each employee is responsible for proper storage of her milk using (designated refrigerators provided in the lactation room, refrigerators located in pantry or other location/in employee's personal cooler).

A bulletin board will be hung up in clear view inside in each lactation room where District and federal laws, regulations, or policies that impact pregnant women and nursing mothers will be

	<p>provided. These bulletin boards may also be used by employees to hang pictures of their babies.</p> <p>If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee’s supervisor.</p> <p>CHA will provide the DC Health Office of Human Resources (DC Health HR) with information on the lactation rooms. DC Health HR will ensure this information is available to new employees during the onboarding process as well as to employees inquiring about leave under the Family and Medical Leave Act (FMLA) for maternity or paternity leave.</p> <p>It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding mothers.</p> <p>Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the Department.</p> <p>Lactation rooms may be accessed by visitors to DC Health buildings within normal business hours. A key will be left at reception on each floor with a designated lactation room to open the room to a visitor. Signage will be posted in areas serving members of the public alerting them to the availability of lactation rooms.</p> <p>Any employee in violation of any part of this SOP may be subject to commensurate disciplinary action.</p>
<p><b>V. Definitions &amp; Acronyms</b></p>	<p><b>CHA-</b> Community Health Administration</p> <p><b>DC Health HR-</b> The Department of Health Office of Human Resources</p> <p><b>FMLA-</b> Family Medical Leave Act</p> <p><b>NPFB-</b> Nutrition and Physical Fitness Bureau</p> <p><b>OD-</b> Office of the Director</p>

<b>VI. Procedures</b>	None
<b>VII. Contacts</b>	Facilities Manager Chief of the Nutrition and Physical Fitness Bureau
<b>VIII. Related Documents, Forms and Tools</b>	None