UND SMHS Mother’s Room Policy

Overview

Description: This policy establishes the guidelines for using the Mother’s Room at the University of North Dakota School of Medicine and Health Sciences (UND SMHS).

Purpose/Rationale: The School of Medicine and Health Sciences will set an example for faculty, staff, and students by promoting breastfeeding in the workplace. This policy will also serve as a way to promote breastfeeding as a normal part of daily life and to demonstrate the SMHS’s support for breastfeeding.

Applicability: faculty, staff, students

Policy

1. General

   a. The University of North Dakota School of Medicine and Health Sciences has taken measures to ensure that all faculty, staff, and students are provided with an adequate location for the expression of milk or breastfeeding. Specifically, the UND SMHS will provide a room where a woman may breastfeed her child or express her milk in privacy.

   b. Breastfeeding information will be displayed.

   c. A woman (faculty, staff, students) may breastfeed her baby in the private room described below or in any location of the UND SMHS where the mother and baby are otherwise authorized to be (UND Code of Student Life 2011-2012, 1-22, page 7, Children, Breastfeeding on Campus.)

2. Accessible Private Room

   a. A secure private room (5513) with a lock will be made accessible where a nursing woman can:

      1. Nurse an infant brought in during lunch and breaks.
      2. Pump breast milk to be stored for later use.

   b. The breastfeeding room will contain a comfortable chair, a small table, a storage cabinet, and a wastebasket. Women using the room may bring in a small radio or CD player if they desire. The School of Medicine and Health Sciences is not responsible for the security of any items left in the room.

   c. An Access Request Form, formerly Key Request Form, (found on the Facilities Management website under Forms http://und.edu/finance-operations/technology/_files/docs/access-request.pdf) must be
completed and signed by the respective departmental chair or
director and forwarded to the SMHS Administration and Finance
office for final authorizing signature. This allows the woman to have
a key at her disposal for the duration needed. A sign will be placed
on the door of the room indicating if it is “in use.”

d. The room will have accessible electrical outlets for electric breast
pumps.

e. Mothers may use a nearby sink for hand washing and rinsing of
containers. Hand gel may be placed in the room by the nursing
mother if she desires.

3. Storage

   a. A refrigerator will be available exclusively for the safe storage of
      breast milk. Breastfeeding women will provide their own containers
      and all milk stored in the refrigerator must be clearly labeled with
      name and date. Those who use the refrigerator shall be responsible for
      keeping it clean.

   b. Employees who bring their infant in to the workplace to use the
      Mother’s Room will dispose of used diapers in the nearest rest room as
      those trash containers are emptied daily.

   c. Personal items stored in the room must be clean and stored in plastic
      containers (such as a Ziploc bag) labeled with the woman’s name.

4. Work schedule

   a. The lactating woman will be allowed a flexible schedule for nursing or
      pumping to provide breast milk for her child. The time allowed would
      not exceed the normal time allowed for lunch and breaks.

   b. For time exceeding normal break periods, sick or annual or unpaid
      leave may be used, or (with prior authorization by their supervisor)
      the employee can come earlier or leave later to make up the time.