DESIGNATION AND MAINTENANCE OF WELLNESS ROOMS

AUDIENCE:
Faculty, Staff, Student Workers, and Students

OVERVIEW:
Clemson University promotes a family-friendly work and study environment for mothers and their infants. Clemson University aims to provide a supportive and flexible environment for employees and students as they transition back to work or their studies after the birth of a child. Clemson provides time during the workday for lactating mothers to express breast milk and will make reasonable efforts to provide a private room or other location for such activity. Because of its commitment to nursing mothers, Clemson University has been named a Mother-Friendly Employer by the South Carolina Breastfeeding Coalition.

Both our federal and state legislatures have recognized the importance of supportive lactation policies in the workplace. The federal Patient Protection and Affordable Care Act states that: “employers shall provide reasonable, unpaid break time and a private, non-bathroom place for an employee to express breast milk for her nursing child for one year after the child’s birth.” Additionally, current South Carolina state law (SC Code Ann. §63-5-40) allows a woman to breastfeed her child in any location where the mother and her child are authorized to be.

Existing requirements for Clemson to maintain the Mother-Friendly Employer designation from the South Carolina Breastfeeding Coalition include:

- Have a lactation support policy in place, communicate the policy initially to all employees and continue to communicate the policy to the University community.
- Provide employees with flexible break time to maintain lactation.
- Provide a list of community resources for breastfeeding support.
• Make reasonable efforts to provide suitable wellness rooms for nursing mothers. The space must be clean, private, have adequate lighting, an electrical outlet, and not be a bathroom. It should have access nearby to a clean safe water source and a sink.

**PROCESS:**

*Employees and Student Workers Requesting Access to a Wellness room and Reasonable Breaks for Lactation (See Appendix A)*

• The employee/student worker identifies the need for a wellness room and visits the Lactation Network website to identify available wellness rooms.
• Prior to the birth of the child or as soon as the decision is made to breastfeed, the employee/student worker notifies their supervisor of the desire for time and/or a private location/wellness room for breast milk expression.
• If the employee/student worker is unable to locate a suitable wellness room via the Lactation Network website, the supervisor identifies a suitable space to be used as a wellness room. An additional resource available to the supervisor is the Office of Access and Equity, which can help identify and establish new wellness rooms as needed.
• The supervisor and employee/student worker should work together to establish reasonable, flexible and mutually agreed upon times each day that do not unduly disrupt normal business activities/class schedules.
• Faculty planning to breastfeed or express breastmilk must do so around their scheduled class times.
• Lactation breaks are considered time away from work and do not count as hours worked.
• Any employee/student worker who uses a wellness room is expected to help maintain a clean environment for lactation. To report a problem contact the custodial management team at (864) 656-0241 between the hours of 5 a.m. and 1 p.m. or at (864) 656-4950 between the hours of 1 p.m. and 5 a.m.
• The employee/student worker notifies the supervisor when she no longer needs access to a wellness room. In turn, the supervisor notifies the Office of Access and Equity, which assesses the overall need for the room. If the room is no longer needed, Access and Equity notifies Creative Services to remove the room from the website.
• Access and Equity is responsible for informing Facilities Management of any additions or removals of wellness rooms, and Facilities Management is responsible for updating the wellness room list on the cleaning schedule.
Students Requesting Access to a Wellness room (See Appendix B)

- Students planning to breastfeed or express milk should do so around their scheduled class times. Faculty are not required to excuse tardiness or absence due to lactation needs.
- The student identifies the need for a wellness room and reviews the Lactation Network website for available rooms. If a student cannot locate a suitable room on the website, the student can contact Access and Equity for assistance.
- Once a wellness room is identified for use, students who use the room are expected to help maintain a clean environment for lactation. To report a problem contact the custodial management team at (864) 656-0241 between the hours of 5 a.m. and 1 p.m. or at (864) 656-4950 between the hours of 1 p.m. and 5 a.m.
- Access and Equity is responsible for informing Facilities Management of any new wellness rooms, and Facilities Management is responsible for ensuring these rooms are on the cleaning schedule and are cleaned at least weekly.

Identification of Key Roles and Responsibilities

Creative Services
- Create and maintain a website of wellness room locations and lactation support.

Employee/Student Worker
- Communicate to supervisor the desire for time and/or a private location/wellness room for breast milk expression prior to the birth of the child or as soon as the decision has been made to breastfeed.
- Request reasonable lactation breaks during work hours for the purpose of breastfeeding or expressing breastmilk for a nursing child.
- Maintain the cleanliness of the wellness room after each use.
- Report cleanliness issues to Clemson’s Custodial Management Team.
- Notify supervisor when the wellness room is no longer needed.

Facilities Management
- Maintain a list of current wellness rooms on a cleaning schedule.
- Check and clean wellness rooms weekly.
- Respond to reports of cleanliness issues in wellness rooms.
The Office of Access and Equity

- Assist OHR with policy compliance, training and communication.
- Contact Facilities Management when wellness rooms are added/removed from use.
- Contact Creative Services when wellness rooms are added/removed from use.
- Assist supervisors and students with locating/creating suitable wellness rooms.

The Office of Human Resources

- Respond to allegations of non-compliance.
- Policy compliance and communication.

Student

- Identify the need for a wellness room and review the Lactation Network Support website for available room.
- If the student cannot find a room available on the website, the student may contact Access and Equity for assistance in identifying a lactation support room.
- Maintain the cleanliness of the wellness room after each use.
- Report cleanliness issues to Clemson’s Custodial Management Team.

Supervisor

- Work with employee/student worker and within policy requirements to accommodate an employee/student worker who wishes to express milk for up to one year after the child’s birth.
- Locate or create a suitable wellness room, using Access & Equity as a resource if necessary.
- Notify the Office of Access and Equity when a wellness room is added to/removed from use.

RELEVANT POLICIES:

Lactation Support Policy
http://workgroups.clemson.edu/FIN5337 HR POLY PROC MANUAL/view_document.php?id=237
RELEVANT RESOURCES:

Lactation Network
http://www.clemson.edu/campus-life/lactation-network/

GLOSSARY:

**Employee:** Any individual being compensated by Clemson University in exchange for performing specific job duties in a position not designated as a student position.

**Reasonable Lactation Breaks:** Reasonable lactation breaks are breaks from work permitted for a nursing mother for one year after the child’s birth in order to express breastmilk. The breaks are impacted by individual needs and the proximity of a reasonable space for lactation. Travel time to a wellness room must be considered and may extend the length of a customary break. Supervisors may permit extensions of break time, flexible work hours and flexible scheduling of breaks.

**Student Worker:** An individual enrolled as a student (undergraduate or graduate) at Clemson University and employed by the University in a student position.

**Wellness room:** A private, non-bathroom place for a nursing mother to express breastmilk. A wellness room may be a private office and it may be temporary. The space must have the following additional attributes:

- Clean
- Adequate lighting
- Electric outlet
- Access nearby to a clean water source and a sink

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