

Webb Building Lactation and Wellness Room Use Guidelines

Getting Started

Talk with your supervisor to arrange for reasonable break times for lactation and wellness purposes. It may help to discuss plans with your supervisor before you start your FML/maternity leave. For help starting this conversation, see the resources available on breastfeedboudlercounty.org. Break time for lactation and wellness purposes is only for on-campus facilities and does not include an employee going home or to daycare to nurse an infant.

Use of the Lactation and Wellness Spaces

The Webb Building lactation spaces are all listed on this sheet. They are also listed in Microsoft Outlook and can be accessed through the Scheduling Assistant. In Outlook, you can reserve time and view which rooms are currently in use. You are only allowed to reserve the room for a maximum of one hour, and you are not allowed to reserve the same room in back- to- back time slots. Please respect the schedule of others who also use the space.

Who Can Use the Lactation and Wellness Spaces?

All employees are eligible to use these rooms. Priority is given to returning parents expressing breast milk or employees that need to use the room for medical purposes (migraines, injections, recovery, etc.).

Use of Space

Please use Outlook to reserve a wellness room by scheduling your time as you would for a meeting. The rooms are all listed as “lactation rooms” in outlook. This will make it easier for everyone using the rooms to go online and see which rooms are in use and which are vacant. All rooms have locks that can be locked from the inside. For your privacy, please lock the door once you are inside.

Breastfeeding employees must bring their own pump to and from the lactation space daily. Shelves are available for employees to store pumps during the day, if desired. The City and County of Denver is not responsible for securing personal items left in the rooms against theft or use by others.

All lactation and wellness space users are expected to clean up after each use of a room. This is not only out of respect for the next user, but also to prevent contamination and transmission of illness. Each user should allow enough time within their visit to clean any spills and dispose of trash properly.

Refrigerators are available in each wellness room in the Webb Building. The city policy is to clean out all shared refrigerators on the last Friday of every month. Any items left in the refrigerators will be discarded.

Make sure the room is clean and unlocked for next user.

Location of Rooms

The Office of Human Resources (OHR) and Facilities Management have designated the following rooms in the Webb Building as Lactation and Wellness Spaces:

| Floor | Room Number | How to Find Room/room Use | Closest Sink |
|-------|--------------|--|---|
| 3 | 3.H.3 | Room is located on the east side of the building on the way to the mailroom. Door locks from the inside, no key necessary. | Bathroom at opposite end of the hallway |
| 5 | 5.G.4 | Room is located across the hall from the 5 th floor break area. Door locks from the inside, no key necessary. | Break room |
| 6 | 6.A.3. | Room is located near the west end of the building on the Court Place side. Door locks from the inside, no key necessary. | Coffee/kitchen area |
| 9 | 9.H.2 | Room is located around the corner from the 9 th floor break area, toward the entrance to the controller's office. Door locks from the inside, no key necessary. | Sink in room |
| 10 | 10.A.5 | Room is located near the west end of the building—go through the copy room area to access. Door locks from the inside, no key necessary. | Break/coffee/kitchen area |
| 11 | Secured area | Room located just inside the secured area near the front desk. Door locks from the inside, no key necessary. | In room |
| 12 | Secured area | Door locks from the inside, no key necessary. | |

The city's wellness team is continually working to secure additional rooms in municipal buildings. For suggested locations, please call the OHR Denver Wellness Team at 720-913-5690. With comments, concerns and ideas about how the city can better promote family friendly work policies, contact the Denver Office on Women & Families at 720-913-8465 or denvergov.org/women.

What Equipment is in the Lactation and Wellness space?

At a minimum, all spaces are equipped with a chair, table, trash can, refrigerator and phone.

Know Your Rights:

Section 7(r) of the Fair Labor Standards Act – Break Time for Nursing Mothers

<https://www.bouldercounty.org/families/pregnancy/breastfeeding/breastfeeding-after-returning-to-work-or-school/>

Milk Storage

Storing your milk while at work or school can be easier than you might think. Your milk can be:

- Stored in an insulated lunch bag, a small cooler, or in a regular refrigerator until you can take it home to your baby.
- Refrigerated or frozen. Your milk will stay fresh up to 5 days in the refrigerator and up to 6 months in the freezer.
 - If you will not be using refrigerated milk within 5 days, put it in the freezer.
 - To freeze your milk, place small quantities (1-3 ounces) in glass containers or BPA-free milk storage bags. Label it with the date and use the oldest milk first.
 - Place your milk away from the freezer door so it will not thaw when the door opens and shuts.
 - If you will be adding fresh milk to a container of frozen milk, refrigerate it first since fresh milk is warm and can cause frozen milk to begin thawing.
 - Thaw frozen milk under warm water. NEVER microwave breast milk! Fat separation is normal! Swirl (don't shake) to remix it.
 - Once milk is warmed, use it immediately, and only for that feeding.
 - Milk left in the bottle after feeding should be discarded within one hour.
 - Milk that has been thawed should not be refrozen.

http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm

Getting a Breast Pump and Lactation Support from Your City Medical Plan

All City and County of Denver medical plans provide free pumps to parents.

| Provider | Lactation Support |
|--|---|
| <p>UnitedHealthcare Members: Step 1: Contact United Healthcare by calling the phone number on the back of your health plan ID card up to 30 days before your due date. They will direct you to a pump supplier. Step 2: Contact a pump supplier. Members may be asked for their doctor’s contact information and the baby’s due date or birthday. The supplier may contact your doctor to verify this information to issue the pump directly to the parent. Step 3. The supplier or doctor will be reimbursed by UnitedHealthcare. Note: Members will not be reimbursed for a pump purchased at a retail store.</p> | <p>UnitedHealthcare Members: Go to myuhc.com to find lactation support that is in-network. Out-of-network clinics and providers may have cost-sharing. Talk to your pediatrician or Obstetrician about groups they recommend.</p> |
| <p>Kaiser Permanente Members: Go to the pharmacy and ask for a pump.</p> | <p>Kaiser Permanente Members: Many Kaiser Permanente facilities host lactation support clubs, search on kp.org to find the group closest to you.</p> |
| <p>Denver Health Medical Plan Members: Step 1. Members can call Member Services (303-602-2100) and request a breast pump. Step 2. Members can set up an appointment to pick up a breast pump from the Medical Plan office or request to have one mailed directly to them. Step 3. For instructions on using a breast pump, members can call the Denver Health Lactation Department at 303-602-9290 to speak with a lactation specialist.</p> | <p>Denver Health Medical Plan Members: Lactation support classes are provided on-site at multiple locations. Call 303-602-9290 and a representative will give you information on how to join a lactation support group through Denver Health. For more information or to register for a class online, go to denverhealth.org.</p> |

Further, the Employee Assistance Program (EAP) provides advice for finding childcare providers in your neighborhood, lactation support, and guidance on postpartum depression. Contact EAP by calling 877-327-3854 or going to guidanceresources.com and using the WEB ID: DENVEREAP. Use the “Ask A Guidance Consultant” feature to have a consultant contact you.