



Lactation Room Requirements and Best Practices for County Buildings

All County buildings must include a lactation room for County employees or provide alternative accommodations; see [Bill No. 11-22](#) for details and implementation timelines. A lactation room means a designated sanitary room, other than a bathroom, made available for expressing breast milk. The Office of Human Resources (OHR) encourages department staff involved in preparing and maintaining lactation spaces to review the requirements and best practices outlined below.

Lactation Room Requirements

Lactation rooms are required to have the following features:

- Is shielded from view;
- Is free from public or coworker intrusion;
- Displays appropriate signage that indicates “lactation room” or “nursing room;”
- Can be locked from the inside; and
- Contains the following:
 - A chair;
 - A flat surface to place a breast pump;
 - A sink with running water [*Note: this does not necessarily need to be inside the space but should be available close by*]
 - A small refrigerator;
 - A microwave; and
 - At least one or more electrical outlets.

For more details, see [Bill No. 11-22](#).

Lactation Room Best Practices

In addition to the requirements detailed in [Bill No. 11-22](#), OHR has developed a list of additional best practices for departments to keep in mind. Many of these best practices are not requirements, but department staff involved in preparing and maintaining lactation spaces in County buildings are strongly encouraged to keep these guidelines in mind with the goal of creating safe, comfortable, and practical spaces for employees who need this resource.

Selecting and Protecting the Lactation Space

1. Provide a place that convenient to the employee’s work area. The employee should be able to spend their allocated time using the space, not travelling to an inconvenient location.
2. Provide a room that is private, comfortable, and out of the way of high-traffic areas. A large space is not necessary; an area the size of a small office is appropriate.
3. Make sure the room can be locked and has adjustable signage that indicates “Occupied/Unoccupied Lactation Space.”
4. If the lactation space is also used for other activities, departments must coordinate to make sure these activities do not overlap with scheduled appointments to use the lactation space. There should be at least 15 minutes of unscheduled time before and after any scheduled lactation space appointments. Also, lactation appointments should take priority over other activities in this space.
5. Consider how you will keep other personnel out of the room and take appropriate actions. Other employees must understand that lactation rooms are not appropriate places to take a private call or take a break.

Preparing and Maintaining the Space: Furniture and Supplies

1. Each employee needs at least one electrical outlet to pump. Keep in mind that the space will need enough outlets for a refrigerator, microwave, and at least one additional outlet to accommodate a breast pump.
2. Make sure the space has comfortable seating and a flat surface to place the breast pump on. A height-adjustable chair is best practice; lactating persons come in all different heights, and the pumping or nursing person should be able to rest their feet flat on the floor. If a height-adjustable chair is not available, consider providing a foot stool. Also, the seating should have easily cleanable material in case of spills.
3. Provide a refrigerator to store milk that employees can label and then pick up at the end of the day to take with them. Consider providing mini water bottles and nutritious snacks inside the room.
4. Provide a microwave for sterilization purposes.
5. Provide access to a sink with hot water to clean pump parts. Dish liquid is another nice touch. If there is no sink inside the room, then a room with a sink close by, for example, next to a kitchen. There should be at least a no-touch wall dispenser with hand sanitizer inside the room itself if the sink is located elsewhere.
6. Provide sanitizing wipes and post a cleaning policy on the inside of the room specifying that users are expected to wipe down surfaces when they are done. Consider providing pump wipes as well, especially if all the access for washing pump parts is not close by.
7. Ensure telephone access for worker safety.
8. Consider providing personal, locking storage compartments for lactating employees.
9. Consider providing useful accessories such as: paper towels/dispenser, trash can, coat rack or hooks, mirror, clock/clock radio, disposable gloves, etc. Privacy partitions are a nice inclusion as an extra assurance of privacy.
10. Soothing décor is a great addition to create a comfortable and relaxing space.
11. Provide general instructions for using, users' responsibility for maintaining the space, and contacts if there are issues with the space. We recommend putting them online, but also printing a copy and tape up on the wall in the space.
12. Post informational/educational materials about lactation in the room. Examples are available on OHR's Lactation Rooms webpage.
13. Departments who are looking for additional support in preparing and maintaining lactation spaces may reach out to this Department of Health and Human Services (DHHS) contact to request a consultation:

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