



Procedures for Access and Utilization of New Mexico Tech’s Lactation Rooms in Support of Breastfeeding Employees & Students

Proposed September 15, 2023

The purpose of this document is to provide support for breastfeeding mothers and/or those needing to express their milk on the New Mexico Tech (NMT) campus.

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I. Introduction

In recognition of the well documented health advantages of breastfeeding for infants and mothers, New Mexico Tech provides a supportive environment to enable breastfeeding employees and students to express their milk during work hours. This includes a University-wide lactation support program administered by the NMT Human Resources, NMT Health Center, and Title IX Office (575-835-5953 or titleixcoordinator@nmt.edu).

New Mexico Tech subscribes to the following worksite and school support initiatives and federal regulations. This procedure shall be communicated to all current employees and students, as well as included in Tech's New Employee Orientation and New Student Orientation material.

This document addresses the Procedures and associated resources for Supporting Breastfeeding Employees and Students.

II. University's Responsibility

Breastfeeding students and employees who choose to continue providing their milk for their infants after returning to school/work shall receive:

A. Milk Expression Breaks

Breastfeeding employees, including student workers are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors. Breastfeeding students are allowed to breastfeed or express milk at any time but preferably outside of their scheduled class or lab times.

B. A Place to Express Milk

Private rooms have been made available for employees and students to breastfeed or express milk. Female partners of Tech employees and students are permitted to utilize these rooms as well. Female visitors attending programs on the Tech campus, are also permitted to utilize these rooms with prior arrangements with the event coordinator. These rooms are private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. 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.

Expressed milk can be temporarily stored in the refrigerators provided in these Lactation Rooms or other locations or in employee's personal cooler. Any bottles containing expressed milk must be labeled with the name of the mother and the date.

See below **II. F. Campus Lactation Room Locations** for current designated locations

C. Breastfeeding Equipment

New Mexico Tech's Lactation Rooms are provided with at least:

1. Comfortable glider chair and ottoman
2. Side table with power/USB outlets
3. Lamp
4. Mini-refrigerator and freezer
5. Table with drying rack and towels
6. Hand sanitizer
7. Changing table
8. Coat hooks

Individuals should bring their own pumps. Small storage units may be provided in some rooms.

D. Education

Prenatal and postpartum breastfeeding informational materials are available for all mothers and fathers, as well as their partners.

E. Staff Support

Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating best practices that will help facilitate each employee's infant feeding goals. It is expected that all employees and students will assist in providing a positive atmosphere of support for breastfeeding employees.

F. Campus Lactation Room Locations

As of the printing of this procedure, below are the current available Lactation Rooms:

1. NMT Health Center (Fidel Student Center)

- a. Specific Location: Room 166 (N.W. Corner outside entrance)
- b. On-site Contact: Andrea Jojola (575-835-6619 or counseling@nmt.edu or Room 150)
- c. Special Instructions:
 - Initially, notify Andrea of your needs (see contact information above) and use main Health Center entrance.
 - In Fall 2023, a first floor hallway door with a numeric keypad will be added to the room. This will allow users extended access outside of normal business hours (M-F, 8:00 a.m. to 4:00 p.m.). This hallway door will be across from the Post Office & Bookstore entrances.
 - Numeric keypad code will be updated each semester and appropriately communicated to users.
- d. Hours of Operation/Access- Hours will mirror the Fidel Student Center hours:
 - Academic Semesters
M-F, 7:00 a.m. to 11:00 p.m.
Sat. & Sun. 8:00 a.m. to 9:00p.m.
 - Summers & Breaks
M-F, 7:00 a.m. to 6:00 p.m.
Sat. & Sun. 8:00 a.m. to 5:00 p.m.
 - Closed during University Holidays

2. Skeen Library

- a. Specific Location: Room 114
- b. On-site Contact: Lucinda Whitehorse (575-835-6504 or lucinda.whitehorse@nmt.edu)

- c. Special Instructions:
 - Initially, check in at the Circulation Desk (575-835-5614)
 - After initial check-in, users can utilize this space as needed on a first come, first serve basis.
 - d. Hours of Operation/Access:
 - M – T, 9:00 a.m. – 10:00 p.m.
 - Fri., 9:00 a.m. – 5:00 p.m.
 - Sat., 10:00 a.m. – 2:00 p.m.
 - Sun., 12noon – 10:00 p.m.
- 3. Children’s Center**
- a. Specific Location: Infant Room
 - b. On-site Contact: Center Director, 575-835-5240
 - c. Special Instructions:
 - This site access is limited to Children Center patrons w/ enrolled children
 - Access and utilization will be reviewed with parents when children/infants are enrolled
 - d. Hours of Operation/Access:
 - M-F, 7:45 a.m. to 5:15 p.m.
 - Closed during University Holidays

III. Employee's & Student's Responsibilities

A. Communicate with Supervisors

Employees and student 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 Tech.

B. Use of Break Times to Express Milk

When more than one breastfeeding employee or student needs to use the designated lactation room, individuals can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

C. Maintenance of Milk Expression Areas

Breastfeeding employees and students are responsible for keeping milk expression areas clean, using anti-microbial wipes to contact surfaces clean. Users are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

D. Milk Storage

Employees and students who would like to utilize the mini-refrigerator/freezer units in the Lactation Rooms, should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's or student's milk. Each user is responsible for proper storage of her milk. Labeled freezer packs can be stored in the freezer portion of these units so mothers can rotate their packs to keep their milk cold for transportation.

E. Cleaning Bottles and Equipment

There are no sinks in the current Lactation Rooms however, there are restrooms in close proximity to these locations. Tech has equipped each Lactation Room with a carrying basket, bottle/equipment drying rack and hand/drying towels for the user's convenience. Users should label their clean bottles and any equipment drying on the rack.

F. Tidy Up After Each Use

G. Notify the On-site Contact or Other Local Staff For Any Assistance or Suggestions