

Creating a Temporary Lactation Space Checklist

If the nearest lactation space is an unreasonable distance from the employee's work location or is otherwise unsuitable, work with your Human Resources Consultant to create a temporary lactation space for the employee. The below checklist will help to ensure your temporary lactation space meets the lactation space requirements.

Is the space:

- not a bathroom;
- clean;
- shielded from view;
- free from intrusion from others; and
- functional as a space for expressing breast milk or breastfeeding?

Does the space have:

- a locking door or signage indicating when the space is in use and privacy screens when warranted;
- comfortable seating;
- appropriate cleaning/sanitation supplies;
- a garbage can;
- electrical outlets located near the seating area, and
- a flat surface, other than a floor, on which to place the pump (i.e., a table)?

Does the employee have access to:

- temporary cold storage in order to safely store milk while at work; and
- a sink and other sanitation supplies needed for the purpose of cleaning a pump?