

Creating and Maintaining a Lactation Space

Penn Medicine Lancaster General Health is committed to providing nursing mothers with support, space, and time for managing lactation responsibilities at work.

Options for Spaces

Private Office

If the chest/breastfeeding parent has a private office, it may be used for lactation responsibilities. The office must be shielded from view and have a door that can be locked for privacy. If the parent feels uncomfortable using office space for lactation responsibilities, the supervisor should assist with finding an alternative space.

Designated Organizational Space

Many of the Penn Medicine Lancaster General Health locations have designated lactation spaces for their staff members to use. Human Resources Benefit Leaders should be notified about any new designated lactation spaces in the organization.

Temporary Space

If a designated space does not exist and/or the employee does not have a private office, the healthcare system will make every effort to identify a hygienic, private lactation space based on the requirements outlined in the [Nursing Mothers Policy](#).

Additional Information

Sign-up Sheet

A sign-up sheet or dry erase board makes it easy for parents to see if a space is available when she expects to need it, to reserve time, and to see when the space is occupied.

Useful Features for Lactation Areas

An ideal lactation area is:

- Not a bathroom.
- Located within a reasonable walking distance from nursing mother's assigned work area, preferably without having to go outdoors.
- Shielded from view and free from intrusion from co-workers and/or the public with a door that locks from the inside.

The lactation area should also be equipped with the following:

- A chair
- A table
- An electrical outlet near the chair and table
- A light that is controllable
- A label or door sign that indicates the space is in use
- A trashcan, paper towels, sanitizing wipes, and/or hand sanitizer
- A hospital grade pump shall be available in lactation rooms that are 100% dedicated to nursing mothers.

Chest/breastfeeding employees should never be expected to express milk in a restroom.