**LACTATION SPACES**

**Frequently Asked Questions**

Am I allowed break time and a space for expressing breastmilk at work?

- Yes, breastfeeding parents have the right to pump milk at work for up to three years after giving birth. They have the right to use paid break or meal times, or reasonable unpaid break times, to pump milk.

- Employers must accommodate an employee's request for a private place to pump milk. They cannot discriminate against employees who choose to pump milk at work or retaliate against parent who assert their right to do so.

What is required of a space to express breast milk at work?

- Employers are required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

Am I allowed break time and space for expressing breast milk as a student?

- Yes, and such time is considered a reasonable adjustment under Title IX, which prohibits discrimination against students on the basis of gender and pregnancy.

Do I need medical certification to use the lactation spaces?

- No.

Where are the designated lactation spaces located?

- University Center, 63 Fifth Avenue, lower level

- 6 East 16th Street, lower level

How do I reserve one of the lactation spaces?

- Schedule online at tinyurl.com/TNlactation

Can I reserve the lactation booths for recurring appointment times?

- Yes.
How do I get a key? How long can I keep the key?

- A key can be obtained in the Campus Security Office located at 68 Fifth Avenue, mezzanine level. The key should be kept until you no longer need it. Call Security at 212.229.5101 x4274 with any questions.

What does the Lactation Booth look like?

Can someone key in if I am using the lactation booth?

- No, there is an interior privacy lock that indicates that the booth is occupied. Please remember to lock the booth while you are using it!

Is there pumping equipment in the lactation booths?

- Yes, the university has purchased two Medela Symphony hospital-grade electric breast pumps. Users will need to bring their
own Medela Symphony personal accessory kit. The kits can be purchased on Amazon, Babies R Us, Target, etc. for approximately $30.00, and are also available for purchase on a sliding scale for those who need that through a social justice initiative (email socialjustice@newschool.edu for more information).

How do I get a good pump?

- Breast pumps are now covered under the Affordable Care Act (ACA), but it is always important to check with your particular health insurance plan. In order to obtain a breast pump covered by your insurance, you must buy your breast pump from an in-network durable medical equipment company (DME). Speak to your healthcare provider and/or your insurance company. Ask questions about recommended pumps and insurance coverage for rented or purchased breastfeeding supplies.

- Consumer Reports: Breast Pump Buying Guide

Is there a water source in the lactation booths?

- No.

Is there an electrical outlet in the lactation booths?

- Yes, there is!

Is there a changing table in the lactation booth?

- Yes, there is!

Where do I dispose of diapers, recyclables, and landfill after using the lactation booth?

- Every New School building has landfill garbage bins alongside recycling bins for paper and metals/plastic.

Are the lactation booths cleaned regularly? What if there is a problem with the booth?

- The university’s Facilities Management department cleans the booths regularly. If a booth needs cleaning or there is a problem, contact Facilities at ucworkorders@newschool.edu or facilitiesmanagement@newschool.edu or call 212.229.5456.
Do I have to share the booth when I am pumping?

➤ Although there is space for another individual (feel free to bring your child in with you), the booth is for private, single-person use, and only one person can reserve the booth at a time.

If I do not use the lactation booths, what other spaces can be used for expressing breast milk?

➤ If you are an employee, you can your use office (if you have one), make arrangements in your department to use someone else’s office, or speak to Human Resources about how to secure private space.

Is there a refrigerator to store my breast milk?

➤ No, there is no public refrigerator to use on campus. Some faculty, staff, and students may have access to a refrigerator in their departments.

How long, exactly, can I store my breast milk?

➤ You may find that different resources provide different variations on the amount of time you can store breast milk at room temperature, in the refrigerator, and in the freezer. Talk to your healthcare provider if you have any concerns or questions.

➤ You can store it at room temperature for four to ten hours (at no warmer than 77°F, or 25°C).

➤ You can store it in the refrigerator for up to eight days at 32° to 39°F (0° to 3.9°C).

➤ You can store it for up to two weeks in a freezer compartment contained inside the refrigerator (be sure to leave about an inch of space at the top of the container or bottle to allow for expansion of the milk when it freezes).

Can visitors to the university use the lactation booths on campus?

➤ Yes. Visitors can reserve a booth online at tinyurl.com/TNSlactation and pick up a key at Campus Security.

Can the lactation booths be used for medical needs?

➤ Students in need of private space on campus for medical reasons should contact Student Disability Services at studentdisability@newschool.edu or 212.229.5626.
Are there lactation consultants on campus?

- No. Ask your healthcare provider or visit this local resource in New York City: **La Leche League of New York**.

Is there a healthcare provider to talk with if I need more information or have concerns regarding expressing breast milk?

- Students may contact Student Health Services (212.229.1671) or their own healthcare provider.

- Staff and faculty should contact their own healthcare provider.

How do I know if my insurance plan covers breastfeeding services and supplies?

- Most breast pumps are now covered under the Affordable Care Act (ACA). It is always wise to check with your particular health insurance plan first.

- Students: Contact the Student Health Services Office Manager at **SHS@newschool.edu** or call 212.229.1671, option 4.

- Faculty/Staff: Contact a benefits staff person at **benefitshelp@newschool.edu**, or call 212.229.5671 x 4942.

What if I am experiencing difficulty at work accessing needed lactation time or space, or experiencing discrimination?

- Students should contact:
  - Student Rights and Responsibilities at **SRR@newschool.edu** or 212.229.5349; or
  - Title IX Coordinator for Students: Jennifer Francone (Assistant Vice President for Student Life) at **franconj@newschool.edu** or 212.229.5900 x 3656.

- Faculty and staff should contact
  - Title IX Coordinator for Faculty/Staff: Carol Cantrell (Senior Vice President for Human Resources and Labor Relations) at 212.229.5671 x4900 or **cantrellc@newschool.edu**.
**Who enforces Title IX?**

- The United States Department of Education’s Office for Civil Rights (OCR) is in charge of enforcing Title IX.
- If you want to learn more about your rights, or if you believe that a school district, college, or university is violating federal law, you may contact OCR at 800.421.3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may submit an [OCR Electronic Complaint Form](#).

**Where can I access general information about breastfeeding?**

- You can speak to your healthcare provider or search for information on the internet.
- Here are a couple of websites that may be helpful:
  - [www.womenshealth.gov/breastfeeding](http://www.womenshealth.gov/breastfeeding)
  - [breastfeedingusa.org/breastfeeding-information](http://breastfeedingusa.org/breastfeeding-information)

**What is the WIC Program?**

- The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) offers nutrition education, breastfeeding support, referrals and a variety of nutritious foods to low-income pregnant, breastfeeding or postpartum women, infants and children up to age five to promote and support good health.
- [WIC website](#)

**Who can I contact if I have additional questions?**

- Faculty/staff may contact Human Resources at BenefitsHelp@newschool.edu or 212.229.5671 x4942.
- Students may contact Student Health Services at shs@newschool.edu or call 212.229.1671 to speak to a healthcare provider.
- Interested in advocating for parents/guardians/caregivers in the New School community? Email the Caregivers Support Working Group of the Social Justice Committee at caregivers@newschool.edu.
ALVIN JOHNSON
J.M. KAPLAN HALL
66 WEST 12TH STREET

1ST FLOOR
CHANGING TABLE
LOCATED IN
ALL GENDER RESTROOM

12TH FLOOR
LACTATION BOOTH
ACCESS TO RUNNING WATER
IN THE CAFE ON THE SAME
FLOOR

ALBERT AND VERA LIST
ACADEMIC CENTER
6 EAST 16TH STREET

12TH FLOOR
LACTATION BOOTH
ACCESS TO RUNNING WATER
IN THE CAFE ON THE SAME
FLOOR

1ST FLOOR
CHANGING TABLE
LOCATED IN
ALL GENDER RESTROOM

ARNHOLD HALL
55 WEST 13TH STREET

2ND FLOOR
CHANGING TABLE
LOCATED IN
WOMEN’S RESTROOM

UNIVERSITY CENTER
63 FIFTH AVENUE

LOWER LEVEL
LACTATION BOOTH
ACCESS TO RUNNING WATER
IN ROOM L103A ON THE SAME
FLOOR WITH CARD ACCESS

1ST FLOOR
CHANGING TABLE
LOCATED IN
ALL GENDER RESTROOM

2ND FLOOR
CHANGING TABLE
LOCATED IN
ALL GENDER RESTROOM
THERE ARE TWO ALL GENDER
RESTROOMS ON THIS FLOOR,
USE THE ONE ON THE LEFT

MAMAVA LACTATION BOOTH

ACCESS:
A KEY CAN BE OBTAINED IN THE
CAMPUS SECURITY OFFICE LOCATED
AT 68 5TH AVENUE, MEZZANINE
LEVEL.

IF YOU CAN’T PICK UP DURING
NORMAL BUSINESS HOURS, PLEASE
CONTACT THE CAMPUS SECURITY
OFFICE AT 212-229-5101 X4274
TO ARRANGE A PICK UP.

THE KEY SHOULD BE KEPT UNTIL YOU
ARE NO LONGER IN NEED OF IT.

RESERVATIONS:
MAKE FUTURE RESERVATIONS AT:
tinyurl.com/TNSlactation

BOOTH CLEANING:
PLACE A WORK ORDER OR EMAIL:
facilitiesmanagement@newschool.edu

FOR MORE QUESTIONS:
PLEASE EMAIL THE CAREGIVERS
SUPPORT WORKING GROUP OF THE
SOCIAL JUSTICE COMMITTEE AT
caregivers@newschool.edu

CAMPUS MAP:
www.newschool.edu/about/campus-information/campus-map/
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