

 <p>Category: Space Usage</p> <p>Applicable for: Faculty/Staff/Students</p>	<p><i>Procedure/Guideline:</i></p> <p>Lactation Room Use Guidelines</p> <p>Effective Date: April 13, 2012</p> <p>Prior Effective Date:</p> <p>Enabling Act:</p>	<p><i>Number:</i></p> <p>034.FS.104</p> <p>Owner: Senior Director, Enrollment Services</p> <p>Responsible Office(s): Enrollment Services</p>
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Background

UC Clermont provides a space for breastfeeding that may be utilized by faculty, staff or students. The designated area is Room 203A in the Peters Jones Building. The space is furnished with a glider rocker, side table, and microwave for steaming equipment. Please note that breastfeeding mothers will need to supply their own equipment for expressing milk and will need to make arrangements to store expressed milk in a refrigerator or cooler outside of the room.

Guidelines

Use of the Lactation Room is available between 8:00am – 4:45pm, Monday – Friday. Evening availability by advance arrangement. Please note that these hours are subject to change due to holiday, summer, and other break periods. You may call 513.732.5200 to confirm room availability.

Use of the space is on a first-come/first-serve basis. The door to the room will remain locked when not in use.

Procedures

- Sign-out the key for the room at the Information Desk located inside of the Student Services Building. There is a key sign-out sheet located at the desk. Please fill in the sheet appropriately, including the estimated time that you expect to be in the room. This will allow others to know when the space will become available.
- Please knock before entering the room. There is an “Available/Occupied” sign on the door. When entering the room, please flip the sign to indicate “Occupied”.

When Exiting the Room:

- Check to ensure the room is in the condition in which you found it.
- Wipe up any spills with the equipment provided and discard any trash.
- Pull the door closed and ensure that it is locked.

- Flip the sign back to “Available”.
- Return the key to the Information Desk and sign-out.

Agreement of Guidelines:

By using the Lactation Room, you agree to abide by the following guidelines:

- Please limit use of the space to activities associated with breastfeeding or expressing milk only.
- Please limit your time in the room to 45 minutes or less.
- Please leave the room as you found it. Be sure to wipe up any spills before you leave.
- Pull the door closed firmly behind you upon leaving the room.
- Do not dispose of soiled diapers in the Lactation Room.
- Do not leave children unattended in the room.
- UC Clermont is not responsible for items left in the Lactation Room.

Frequently Asked Questions:

How will I know if the room is available when I need to use it?

You can check the sign-in sheet to determine if the space is being used.

Can I store expressed milk in the room?

No, there is no refrigerator in the room. Please bring your own cooler to store expressed milk. For information on how to safely store breast milk, go to http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm

Where is the nearest place to wash my hands?

The nearest restroom is just down the hall in the Peters Jones Building, adjacent to the elevator.

The room is in need of maintenance/repair. Who do I contact?

Please contact Jennifer Radt at 513.732.8964.

Who do I contact with questions about using the space?

Please contact Jennifer Radt at 513.732.8964.