Subject: General Rules Regarding Use of Lactation Room – Campion 208B

Any woman who is part of the SJU community is free to use the Lactation Room located in Campion Student Center -Room 208B for the purpose of expressing milk. The room is furnished with a table, two chairs and electrical outlets which can accommodate your electric breast pump. Any woman (employee or student) may use the room on a regular basis (i.e. daily or multiple times during a day) for as many weeks or months as she continues to breastfeed her baby.

If you are interested in using Room 208B, just follow these simple steps:

1. Contact the Manager of Employee Relations in the Office of Human Resources (Nancy DuBoise x3313, nduboise@sju.edu), and provide your name and ID number. She will take the necessary steps to enable your SJU I.D. card to open the swipe card device installed on the door of Room 208B.

2. Once your access has been authorized, you can reserve blocks of time to use the room in the same manner in which you would send an electronic meeting invitation. Simply send a meeting invite (using Zimbra or Outlook) addressed to lactationroom@sju.edu. (You will be able to tell if the room is available for the time slot you want by using the “Scheduling” icon.)

3. Once you are inside the room, be sure to engage the deadbolt lock on the door. Anyone outside the door will see that it is “Occupied” (when the deadbolt is engaged), and “Vacant” (when the deadbolt is not engaged).

4. Please be courteous and keep the room clean for the next woman who uses it. It’s a good idea to have some wipes on hand, so that you can wipe up any spillage of milk that may occur with pumping.

   Remember that there is no refrigerator in the room. Make sure you bring a cooler with you so that you can carry/store your expressed milk safely.

Finally, we would love to hear feedback from you. If you encounter problems with the room (e.g. the swipe card access does not work properly, the room is not clean, etc.), or have ideas about how to improve upon the room, be sure to let us know in the Office of Human Resources.