



## MOTHER'S/WELLNESS ROOM POLICY POLICY NO: 233-P

### Purpose:

The Mother's/Wellness Room purpose is to provide a safe, clean and quiet space for new parents to pump breastmilk/breast feed. The Mother's/Wellness Room is located on the lower level of the Governmental Center across from the County/City mailboxes near the vending machines. When not in use by nursing mothers, and with the understanding that nursing moms have priority, we also welcome other staff to utilize the room if they need a quiet place to rest, reflect or take a break with the approval of their supervisor. This is not intended to be a room for a meeting or for multiple individuals; rather, if used for a wellness purpose, it is for a personal, quiet break.

### General Guidelines:

**Availability:** This room is private and is available on a first come first serve basis.

**Time Limit:** The allotted time for utilizing the room is 30 minutes. Please be considerate of others who may also need access to the room.

**Privacy:** It is important to take into account that the room may already be occupied. Before knocking and causing an unnecessary disruption, please first check the outside door to see if the indicator is vacant or is occupied. These measures are provided to give all individuals privacy and to minimize disturbances to the extent possible.

**Cleaning & Sanitizing:** Individuals must keep the room safe and sanitized so other individuals can also utilize the room for their needs. All surfaces must be wiped clean and all trash properly disposed. No personal items may be left in the room. The County/City is not responsible for any items that have been removed.

Be sure to leave the door unlocked after use.

### Lactation Guidelines

The mother's room's primary intent is for the purpose of expressing breast milk or nursing – nursing mothers take precedence at all times.

Mothers are responsible to bring their own equipment.

After using the room, check to ensure the room is clean for the next person.

The nursing mothers are responsible for storage.

Amenities: This room has the following amenities: sink, chair, table, electrical outlet, paper towels, and cleaning wipes. It is important to note that the County/City does not provide nursing parents with the following: pump and necessary pumping accessories; bottles; storage bags; coolers; and/or ice packs.

Breast Milk Storage: Most of the departments have a refrigerator made accessible for parents to store their breast milk or employees can opt to bring their own cooler with ice packs to store breast milk while at work. All nursing parents using refrigerators assume all responsibility for the safety of the milk and the risk of harm for any reason. Any breast milk stored in the refrigerator must be labeled with the employee's contact information.

Sink Rules

The primary intent for this sink is for the nursing mother to use for hand washing and cleaning breast pump equipment.

Inform County facilities if soap and paper towels are running low.

Leave the sink area clean for the next use.

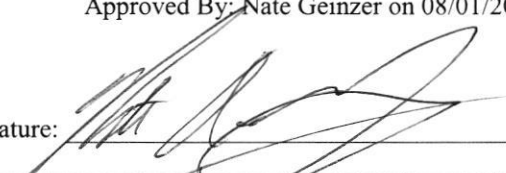

Wellness Rules

The use of the room for wellness purposes is to provide a place for quiet, calm reflection for a short period of time.

The room is not intended as a "sick room." If you are ill with anything that can possibly be contagious, please go home!

If you use the sink, then it is your responsibility to leave everything tidy and clean when you are through.

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Approved By: Nate Geinzer on 08/01/2023  Signature: 	HISTORY: Initial Adoption Date: 08/01/2023  
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