

Lactation/Quiet Rooms Recommendations for Departmental Room Set-Up

Staff of the University of Texas at Austin's *HealthPointWork/Life Balance and Employee Assistance Program (EAP)* are available to consult with departments who wish to create a private space in their departmental building or nearby area for nursing and for others requiring rest for medical reasons. This room is NOT intended to provide space to rest for those with medical conditions that are highly contagious from contact with contaminated surfaces, e.g. influenza, stomach viruses, common cold, pink eye, etc. Individuals with those types of medical conditions should rest at home and seek medical care, as appropriate

New buildings on campus will include these rooms in their design. Existing buildings can be renovated to create Lactation/Quiet rooms, with sponsoring departments sharing the cost.

In many cases, several departments in the same building or adjacent buildings may combine resources to create one Lactation/Quiet Room at minimal expense. Please note there are no central university funds for these projects.

1. Volunteer or identify a **departmental coordinator** to see the project through from start to finish.
2. Contact Health Point **Work/Life EAP** (471-3366) for guidance or see the lactation/quiet room set up information on the Human Resource Services Web site
http://www.utexas.edu/hr/current/services/lactation_quiet_room.html
3. Speak with your supervisor and a management representative to gain **leadership support**.
4. Arrange for a meeting with the coordinator, the management representative, and your building supervisor in order to discuss space possibilities. **Room specifications** adopted by University Operations are available on the website [hr.utexas.edu/current/services/lactation_quiet_room.html](http://www.utexas.edu/hr/current/services/lactation_quiet_room.html)

Rooms are being added to new buildings as they are designed. The cost is included in new construction expense. This effort is being led by the Vice President for University Operations.

Existing buildings will need to identify space to convert and to serve their building and other departments housed within a 5-minute walk from the lactation/quiet space. **Creation of these spaces in existing buildings is initiated and paid for by the departments that would be served by the specific room.**

Your building supervisor and **Project Management and Construction Services** (471-3042) can provide expert consultation at this phase of the project, including room configuration, facility requirements, and estimated cost.

5. Receive **leadership approval** to proceed with construction once **funding** has been established.
6. Proceed with **physical construction** and development of the room and furnishings. Work/Life EAP can give you recommendations about signage, and templates are available.
7. Identify a **room contact** in the same building where the room is located.

Invite appropriate personnel to a meeting with the new room contact to discuss how the room will be managed. Work/Life EAP (471-3366) is available to consult at this stage. You may decide to have a central key that is loaned out on a first come, first served basis; or you may create a sign-up sheet; or the room may simply be open for use whenever it is unlocked, with a locking mechanism on the inside.

The room contact should make arrangements for usual cleaning of the room by custodial services at 471-2020.

8. **Inform Work/Life EAP** when the room is available for use so it may be added to the campus site map of Lactation/Quiet Rooms.