

Guidelines to Access and Use Nursing Rooms



GETTING STARTED

A list of available nursing mother rooms is located under [Nursing Room Locations](#).

REQUESTING ACCESS

Nursing mothers may access the rooms only for the purposes of expressing, storing, and collecting breast milk. Employees may check-out a key to use the rooms as needed. Contact information to obtain keys and reserve each room is located [here](#). The room use is on a first-come, first-served basis, so it is best to reserve the room in advance.

PLAN FOR STORAGE/COOLING

Each of the rooms is equipped with a table, chair, electrical outlet, and key lock. Some rooms contain compact refrigerators, sinks, and lockers. If you use a room where a refrigerator is not provided, we recommend that you bring a cooler to store your breast milk or use another common refrigerator. Texas State University is not responsible for the security or integrity of breast milk stored in or outside of the nursing mother room refrigerator.

Some of the rooms have lockers in the room for storage. However, each employee is responsible for providing your own personal lock for the locker. Texas State is not responsible for securing personal items left in the rooms against theft or use by others.

CLEANING & SANITATION

All nursing mother room users are expected to clean up after each use, not only out of respect for the next user, but to prevent contamination and illness transmission. Each user should allow enough time within a visit to clean any breast milk spills and dispose of trash properly. Hand sanitizer/wipes and paper towels are provided.

PRIVACY

Upon accessing the room, lock the door and turn the sign to IN USE to alert other users that someone is using the room. Turn the sign back to VACANT when you leave the room.

