

# Congratulations on your new arrival and welcome back!

ARUP has six secure and private lactation rooms located in building 560 and the central facility. Each room contains a chair, breast pump, refrigeration, sink, and counter.

## To gain access to the lactation rooms:

- When you return to work, register for access:
  1. Go to Nucleus --> Human Resources --> Forms --> Mothers room access form
  2. You will receive an automated email with instructions on how to schedule the room
  3. Upon returning to work, stop by or call the Security desk to update access on your badge.
- Employees will have the ability to schedule the use of the room in two-week blocks on the corporate calendar. Each reservation can be thirty minutes long.
- Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk.

