

### Important Phone Numbers

**Work and Family Services:**

346-2962 (463 Oregon Hall)

**University Health, Counseling and Testing Center (UHCTC):**

346-2770/346-3227

**Family and Lactation Support Room at the UHCTC:**

346-6549

**Women's Care:**

686-2922

**The Breastfeeding Center:**

343-7341

**Department of Public Safety:**

346-5446 (1319 E. 15<sup>th</sup> Ave.)



UNIVERSITY OF OREGON

# *Family and Lactation Support Room at the University Health, Counseling and Testing Center*

## INFORMATION AND GUIDELINES

## WORK and FAMILY *for faculty, staff and student families* SERVICES

UNIVERSITY of OREGON

<http://hr.uoregon.edu/workfamily/>

*Work and Family Services is a program of Human Resources dedicated to helping individuals and departments find ways to balance family needs with workplace and educational responsibilities.*



### **What is the Family and Lactation Support Room at the University Health, Counseling and Testing Center (UHCTC)?**

The Family and Lactation Support Room at the UHCTC is a small room on campus, dedicated to providing a private and relaxing lactation support space for faculty, staff and student mothers to nurse and/or express milk. The room is equipped with a sink with hot and cold running water, changing table, small refrigerator for storage of milk, microwave, and other amenities to provide comfort and support to nursing mothers.

### **Where is the Support Room at the UHCTC located?**

The Support Room is located in the basement of the University Health, Counseling and Testing Center, Room 64. Please consult the inserted map.

### **How Do I Access the Room?**

The room operates on a first-come, first-served basis and is accessible by registering with the work and family services administrator in Human Resources, 463 Oregon Hall. Interested parents can contact the administrator by phone at 346-2962 or by email: [klogvin@uoregon.edu](mailto:klogvin@uoregon.edu).

### **Room Hours**

The room is only available when the UHCTC is open. General UHCTC hours are:

M, W, Th, F	8am-5:30pm
Tuesdays	9am-5:30pm
Saturdays	10am-2pm.

Please refer to the UHCTC Hours of Operation insert for details about summer and holiday hours of operation specific to the current academic year.

### **How do I Get Started?**

Call the work and family services administrator for information, to register to use the room, to schedule an orientation and to get authorization to obtain a key from the Department of Public Safety.

### **Parents' Responsibilities**

Parents are responsible for maintaining the facility, including all equipment and toys. Parent participants supply their own paper towels, hand soap, and other consumable supplies and also clean the room on an as-needed basis. Most importantly, each participant is responsible for keeping communication open with other parents, as some overlap of use may occur.

### **What to Expect From Us**

The work and family services administrator registers participants, checks out keys and facilitates user collaboration. Please immediately notify the work and family services administrator of any major repairs needed.

### **When Your Term is Complete**

Thoroughly clean and organize the space to be ready for the next users. Notify the work and family services administrator and return your key to the Department of Public Safety. Complete and return a comment card to Human Resources about your experience using the Family and Lactation Support Room at the UHCTC.

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