

## **DADE COUNTY COURTHOUSE LACTATION ROOM PROTOCOL**

The Lactation Room in the Dade County Courthouse (DCC) provides a place that is shielded from view and free from intrusion from coworkers and the public, which may be used for breast feeding and to express breast milk.

### **PURPOSE**

The purpose of this protocol is to support attorneys, jurors, court users and employees at the Dade County Courthouse to continue to breastfeed and pump while at this facility. The Lactation Room offers a dedicated, comfortable, quiet space for users.

### **PROCEDURE**

#### ***Location:***

The Lactation Room is located in Room 304, next to the public restrooms on the 3<sup>rd</sup> floor of the Dade County Courthouse, 73 West Flagler Street, Miami, Florida 33130.

#### ***Security:***

The Lactation Room is equipped with a lockable door and is only accessible to authorized users. Authorized users are subject to the “Rules for Lactation Room Usage” a copy of which is posted in the Lactation Room in Room 304.

The door to the lactation room is equipped with an access card reader that is controlled by the Building Manager’s Office.

The Lactation Room is available between the hours of 8:00 am to 5:00 pm, Monday through Friday. There will be no janitorial services during hours of operation unless there is an emergency request for service. This prevents interruptions while in use.

The room is equipped with an emergency telephone for contacting the Building Manager’s Office and the security desk in case of an emergency.

#### ***Availability & Access:***

The Lactation Room is available for use by: 1) attorneys, jurors, and court users at the Dade County Courthouse; 2) court employees at DCC; and 3) other court employees temporarily co-located at DCC.

The Lactation Room will be made available to users during business hours, Monday – Friday from 8:00 am until 5:00 pm.

Users may access the room by requesting court staff call the Building Manager’s office directly. A representative from the Building Manager’s Office will meet the user at Room 304 to grant access. Court users may also request access in person at the security desk in the Courthouse Lobby.

#### ***Removing access:***

Failure to follow the “Rules for Lactation Room Usage” may result in loss of future access to the room.

#### ***Lactation Room operation and maintenance:***

Contact: Building Manager’s Office located in the southwest corner of the lobby of the Dade County Courthouse.  
Telephone: 305-349-7600.

## Rules for Lactation Room Usage



- Use of this space is limited to activities associated with lactation. Users may only access the lactation room for the purpose of expressing and collecting breast milk or breastfeeding.
- The lactation room will be kept locked while in use, and between uses.
- The code to enter and use the room will be provided at the security desk located on the first floor of the courthouse.
- Do not share the code.
- Users are responsible for securing the room by not allowing others to enter the room unless they enter with their own code. Users should not leave the door unlocked or propped open at any time.
- There will be a vacant/occupied sign outside of the room. Users must place the sign on “occupied” mode as they enter (unless already showing “occupied”) and place it as “vacant” as they finish and depart unless there are other users in the room.
- Users of the lactation room are responsible for bringing their own breast pumps, ice packs, containers or other necessary accessories.
- Users should not leave any personal items or equipment in the lactation room. No storage is provided. Personal items left in the room will be removed.
- It is the responsibility of everyone using the lactation room to maintain a clean room, ready for the next user. All spills must be cleaned using the cleaning materials provided.
- The Building Manager’s Office will provide general maintenance of the room and assign daily janitorial services during non-use hours. Contact the Building Manager’s Office at (305) 349-7600 for any immediate needs.