



PG&E Mother's Room Etiquette

Usage Guidelines:

- **Mother's Rooms are provided to employees for the purpose of expressing milk** (i.e., pumping), in accordance with local, state, and federal law.
- **Usage of the room must be prioritized to nursing mothers requiring the use of this room.**
- Employees who use the **PG&E-provided breast pump must complete a waiver form** (found on mypgebenefits.com) and send to wellness@pge.com prior to use.

Room Etiquette:

- **Please reserve the time you need to use the room in the Outlook calendar.** This helps nursing mothers to plan accordingly.
 - Save your appointments directly to the mothers' room calendar and add yourself as an attendee to the appointment.
 - Do not mark your appointments private so you may be contacted if a schedule adjustment is needed.
 - Drop-ins are permitted, but please check the room/calendar to make sure the room is available. Priority will go to nursing mothers who have reserved the room.
 - Remember to cancel any Outlook appointments you do not plan to use or when you no longer need to express milk.
- After you enter the room, please push the privacy button on the inside of the lock (with symbol of a padlock) to prevent others from entering the room while you're inside, unless it's a dual occupancy room.
- PG&E has an obligation to respect the privacy of nursing mothers. **If you need to use the room and it's occupied by another nursing mother** (for single-occupancy rooms):
 - The nursing mother who is scheduled in the Outlook calendar has priority to use the room.
 - You may share the room if both you and the other nursing mother are comfortable doing so.
- **The health and safety of you and your baby is of utmost importance. Please use the wipes provided** in the room to clean up after use to keep the space sanitary
- **To prevent cross-contamination, the refrigerator should ONLY be used to store milk** and all stored milk should be placed in a sealed container (such as a Ziploc bag) and labelled with your LAN ID. Please store your food/drinks in the refrigerator located in your break room.

Questions/concerns:

- For repair, supplies or maintenance, please contact FMO at 415-973-9000 or FacilitiesManagementOffice@pge.com
- For issues with the breast pump or to request an additional room, please email wellness@pge.com
- To report a work-related incident, notify your supervisor and call the PG&E 24/7 Nurse Care Line at 1-888-449-7787