

Lactation Room Guidelines Benson Tower-LDH

To use the lactation accommodations in room 1833 of Benson Tower, you will need an access pass for the 18th floor. You can request a pass by emailing tanya.ellis@la.gov and please cc clark.bucko@la.gov and marci.brewer@la.gov. Please indicate if you need access for one day or long-term.

One-Day Access: Card must be signed out and signed back in by the end of the business day. Please be sure to discuss with Tanya the anticipated time the card will be returned.

Long-term Access: If your office is located in Benson Tower and if there are sufficient passes available, it is possible that you can keep the pass as long as needed. Please discuss your needs when you meet with Tanya. When you no longer need access to the room, please return the pass as soon as possible.

How to Reserve the Room: A reservation on Outlook Calendar is required to use the room. Please follow the instructions below:

- Select "Open Calendar"
- Select "From Room List"
- Select "LDH/BENSON-1833-LACTATION" (you may have to scroll instead of using the search function)
- In the new calendar, select "New Meeting"
- Click the arrow to drop down options, and Select "New Meeting with All"
- Specify the day and time, and click "Send"

Lost Access Pass:

Report a lost access pass immediately to Tanya to expedite the replacement process.

If you have any questions or concerns, please email breastfeeding@la.gov