

Mothers Room

Employees who are nursing and need a space, may request access to one of the “Mothers Room” at Spaulding Rehabilitation Hospital.

Outpatient

Employees located in Spaulding Outpatient Sites should connect with their manager to find a location on site to pump.

Cambridge

There are two Mother’s Rooms in Cambridge:

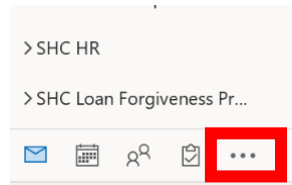
1. Located on the first floor of the Main building across from the Human Resources Office
2. Located on the third floor of the East Building beside the elevator

To reserve the Mothers Room:

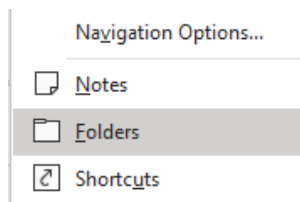
- a. Please email DTMORALES@PARTNERS.ORG with the date, time and room
- b. Dalisa Morales will confirm your reservation by providing you with the security access code

To view the calendar:

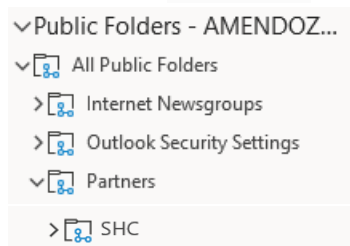
- a. In Outlook, on the left side of the page click on the three dots



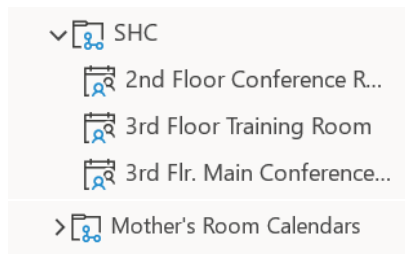
- b. Select “Folders”



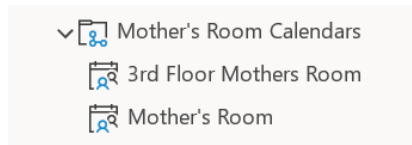
- c. Scroll down to “Public Folders” >> “All Public Folders” >> “Partners” >> “SHC”



- d. Under “SHC” locate “Mothers Rooms”



- e. Under “Mother’s Room Calendars” locate “3rd Floor Mothers Room” and “Mother’s Room-1st Floor”

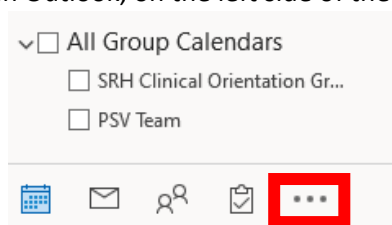


- f. Right click each calendar and add to favorites

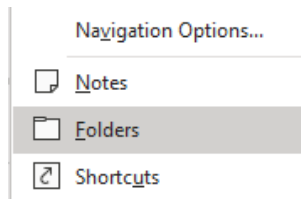
Charlestown

The Mother’s Room in Charlestown is located on the second floor.

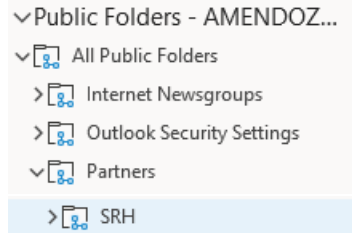
- 2. Gain access to the Mothers Room
 - a. Please reach out to security to ask them for access for the Mothers Room. Once they add the access to your badge you will be able to use your badge to enter the room.
- 3. Schedule time on the shared calendar.
 - a. In Outlook, on the left side of the page click on the three dots



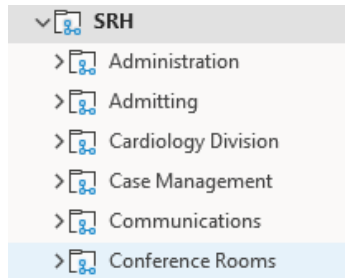
- b. Select “Folders”



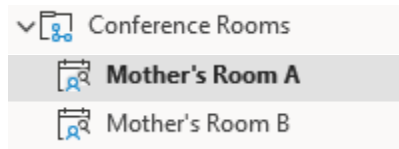
- c. Scroll down to “Public Folders” >> “All Public Folders” >> “Partners” >> “SRH”



d. Under "SRH" locate "Conference Rooms"



e. Under "Conference Rooms" locate "Mother's Room A" and "Mother's Room B"



- f. Right click each calendar and add to favorites
- g. Book your time in one of the Mother's Room