

ANNU 'Quiet Room' – Info Sheet

Introduction

The Department of Animal Biosciences (ABSC) recognizes the importance of a devoted quiet space within our building to support lactation, prayer, meditation, sensory and mental health breaks and other reasonable activities requiring a quiet and private space. The department is committed to providing such a space to support the wellbeing of faculty, staff and students that work within the ANNU building via the 'Quiet Room'.

Location

The 'Quiet Room' is located in the Animal Wing of the ANNU building, in room 173a¹. Please see the map with directions at the bottom of this document.

Amenities

The room is furnished with couch and chair, small table, lamps for softer lighting, floor rug and pillows, as well as a mini-fridge for storage of expressed mother's milk/formula and a baby change-table station.



Access

For ABSC members, the room can be booked via the ABSC website, under '**ABSC Bookable Items**'. For HHNS and CCS members the room is bookable through your department front office staff. When booking, 'reason for use' should simply be completed with 'Quiet space' (no specific reason for room use is needed to be recorded in the online system).

The room key is available for pickup from the ABSC front office during office hours (Monday – Friday between 8:30 am – 4:30 pm). Please arrange to pick up and return the key promptly. Please note that the ABSC front office is closed from 12:00 -1:00 pm daily, and that the key is unable to be picked up or returned during this time window.

Guidelines for use of the Quiet Room

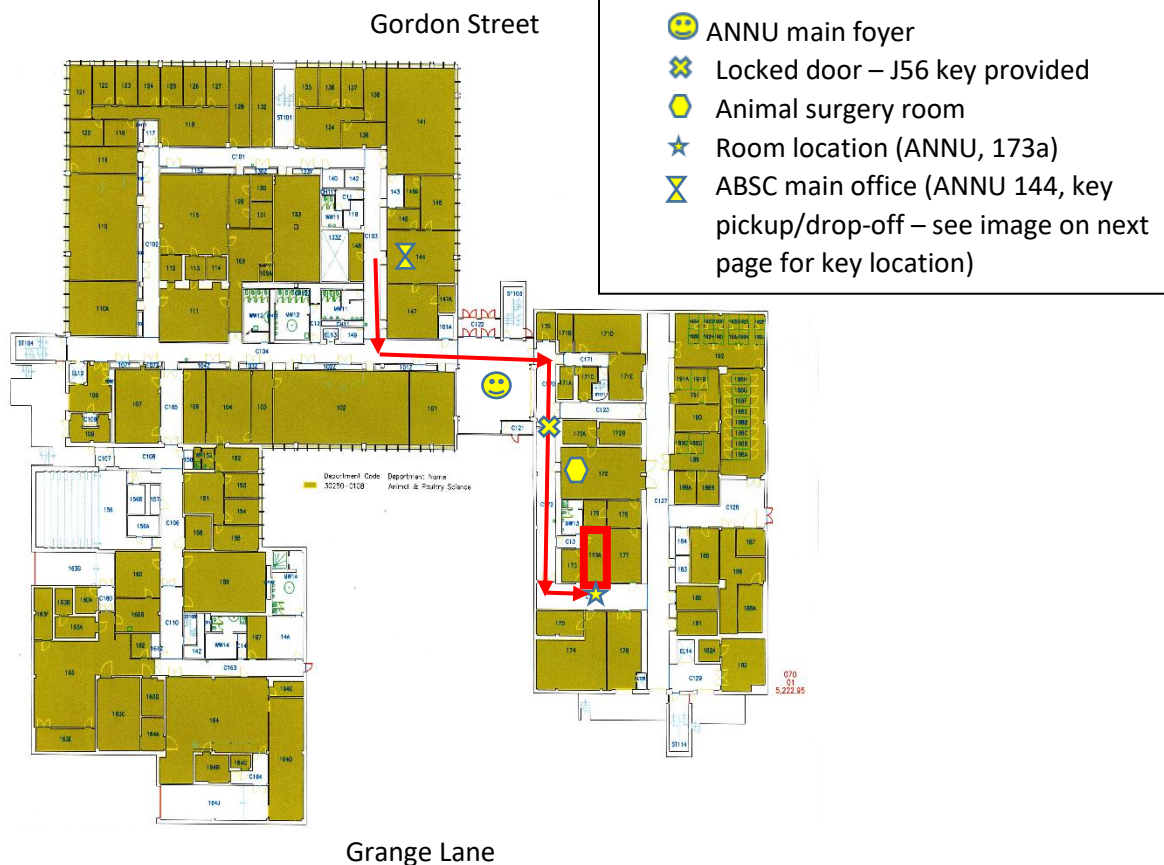
To facilitate optimal use of the space for all users, the ABSC EDI committee has established the following guidelines for use of this space:

¹ Please note and take care - this location requires users to walk past the animal surgery room, which may be triggering to some individuals.

ABSC 'Quiet Room' – Info Sheet

- ✚ The space is for quiet and personal activities such as prayer, lactation, baby care, meditation, sensory breaks and phone calls of a personal nature requiring privacy
- ✚ The quiet space is multi-faith and non-denominational
- ✚ Studying is not permitted in the quiet space
- ✚ The room is intended for single person use only (or 1 person with a baby)
- ✚ The quiet space is available by booking only (no drop ins)
- ✚ Street shoes should be removed prior to entering and stored in the shoe storage rack provided to help us keep the space clean
- ✚ Users should leave the space in its original clean and tidy condition
- ✚ Posters, leaflets, flyers, etc. are not to be placed in the quiet space
- ✚ Do not block others from using the room for long periods – limit bookings to 1 hour
- ✚ No candles, incense, or open flames of any kind
- ✚ The room is not a place for meetings or coffee breaks

Map to ANNU 173a:



Location of key in ANNU 144:

Inside the main door, to your right, under the main light switch



Concerns and Suggestions

Concerns and suggestions regarding the room can be brought to the ABSC EDI committee (co-chairs: Dr. Jennifer Ellis, jellis@uoguelph.ca; Dr. Rich Moccia, rmoccia@uoguelph.ca) and/or the ABSC front office staff.