

		Policy Title:	Dress Code Policy (HIPAA Compliant)
Effective Date:	October 30, 2012	Policy Number:	212
Date Reviewed:		Department	Administration
Supersedes Date:	June 21, 2010	Submitted by: Ellen Talbott, Linda Szafranski, & Gay Showalter	

The following criteria should be considered examples of acceptable and unacceptable dress for all employees. All employees are expected to wear clothes that are unsoiled and neat in appearance as well as practice good personal hygiene.

All patients have the right to receive care from individuals that are dressed professionally, have appropriate grooming, light scent, and have identification that is visible. In addition to this policy, each Department will address their own specific requirements in their own department Dress Code.

It is management's responsibility to enforce this policy. If an individual is found to be in violation of this policy they will be asked to immediately correct the violation. If they are unable to correct the violation, they will be asked to change into scrub uniform. All future violations will result in disciplinary action, up to and including discharge.

#### **GUIDES FOR DRESS CODE:**

##### **HAIR** (This includes facial hair)

*(All employees):*

- Should be neat and clean
- Hair should be off the shoulders/tied back away from face (to not hang over patients-  
*Direct contact employees only*)
- Facial hair must be moderate in length for beard and mustache, and must be appropriately trimmed
- Barrettes should be plain
- No extreme colors (i.e., blue, purple, etc.)

##### **JEWELRY**

*(Direct and non-direct patient contact employees):*

- Earrings: No more than 3 per ear
  - Dangly earrings must be ½ inch or shorter for *direct patient contact area* and
  - 1 inch or shorter for *non-patient contact area* (measured below ear lobe)
  - Same for hoop earrings
- No large costume jewelry
- No other visible body piercings
- No tongue piercing
- Rings:  
*(patient contact areas)* – 2 out of 10 fingers may have rings  
*(non-patient contact areas)* - rings should be tasteful and numbers worn in moderation

- Bracelets: In *patient contact areas*, one per arm, no porous bracelets, no large bracelets, no charm bracelets  
In *non-patient contact areas* should be moderate and tasteful
- Watches are allowed
- No nail jewelry
- Necklaces: 2 necklaces are acceptable for *patient contact areas*, but no more than 18 inches in length  
*Non patient contact areas*, 2 necklaces are acceptable but must be moderate in length
- Ankle bracelets are acceptable for all areas

## **SHOES**

*(Patient contact areas):*

- Noncanvas shoes and clogs are acceptable
- Must be all one color or mostly one color.
- Must be clean
- Laces must match shoes
- Colored uniform type shoes are acceptable
- Sock/stockings must be worn regardless of type of shoe.
- Shoe covers must be worn over croc style shoes in the OR, OB/WH and where ever contamination with bloodborne pathogens is likely to occur.

*(Non patient care areas):*

- Soft soled shoes only after 8pm to 7am
- No spikes or evening shoes
- Open toe shoes and appropriate sandals are acceptable.
- Socks/stockings must be worn, with the exception that business dress sandals may be worn without socks/stockings.
- Socks/stockings must be worn with Capri pants.
- No flip flop/beachwear type shoes.
- No slippers

## **PERFUMES**

- No more than a light odor from perfume, after-shave or deodorant. Strong cigarette smoke odor is not acceptable.
- Good personal hygiene is expected of all employees, no body odor

## **TATTOOS**

- Must be covered

## **CLOTHING**

*(Patient and non-patient contact areas)*

Scrubs: Hospital laundered scrubs will be provided for the following areas: OR, Cath Lab, and Sterile Processing. Non hospital laundered scrubs are allowed in other departments (nursing, non nursing, C-section room, Cath Lab). Refer to department specific guidelines where appropriate.

- Clothing must fit properly, neat, and clean
- No mid-drifts

- No tube or tank tops
- No t-shirts unless worn under other garments
- No shorts
- Approved uniform shorts for Messengers from May-September.
- Crop pants/Capris may be worn with hose.
- Slits in skirts/dresses should not be any higher than 2” above knee
- Skirts & skorts are acceptable if no more than 2” above knee
- No spandex tops & pants, no leggings, no sweats/jogging/windsuit pants (any exercise attire)
- Denim appearing scrubs, if purchased from a Uniform Store, are allowed. Other type of denim jeans are not allowed to be worn by direct patient care givers unless for approved fund raising events.
- Follow department specific guidelines for jean in non-direct patient care areas.
- No bibbed overalls.
- Underwear: no visible under-garments
- No hats/bandanas – unless required by job
- Crew neck and zipped sweatshirts with hospital logo are allowed. No hooded sweatshirts are allowed.
- Appropriate Holiday attire is acceptable in patient contact areas
- No sleeveless, unless under jacket or sweater in patient care areas.

**NAILS**

- Artificial nails and extenders are prohibited for staff with direct patient contact.
- Nails should be an appropriate length (not longer than 1/4 inch for direct patient contact areas), clean, well manicured
- Polish should not be chipped and should be subdued and tasteful in color.

**HOSPITAL ISSUED IDENTIFICATION BADGES**

- Must always be worn and must be worn above the waist
- No pins or stickers are allowed on the identification badge, as they will interfere with bar code function and/or access to various areas of the hospital.

\* Management continues to have the right to interpret appropriateness of this dress code policy.

**Approvals:**

<u>Name</u>	<u>Title</u>	<u>Date</u>
Alice Gerard	President	11/26/2012