

TITLE: Dress Code Grooming Appearance	Reference: HR-634
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**I. PURPOSE:**

- A. To establish professional dress code guidelines that provides for a safe and professional environment. Hospitals, as service institutions, have a tradition of providing their services in a clean, safe and professional environment. The hospital’s professional atmosphere is maintained, in great part, by the image projected by its employees.
- B. The following guidelines are established to set forth minimum standards, with each department head retaining the authority to establish standards when dictated by safety, infection control, or regulations pertinent to that department or appropriateness of business need. The hospital dress code applies to all shifts and all days of the week.

**II. POLICY:**

- A. Work Attire for all Employees
  - 1. St. Joseph Hospital name badges must be worn at all times. Badges shall be worn above the waist so the employee’s name and picture remain visible to patients, visitors, and colleagues.
  - 2. Clothing should be neat, clean and appropriate to the work situation. Jeans, halter-tops, sleeveless tops or blouses, T-shirts, tight, low-cut or extremely form-fitting attire, and other inappropriate casual attire are not considered to be appropriate and shall not be worn in the hospital.
    - a) Clothing worn for warmth may not be thermal textured
    - b) Clothing worn underneath uniforms may not have logos or printed words except the St. Joseph Logo

DATE ORIGINATED <u>06/02</u> <small>(DATE)</small>	REVIEWED/REVISED <u>4/14</u> <small>(DATE)</small>	DELETED _____ <small>(DATE)</small>
INITIATED BY: <b>D. Baker</b>	DATE <b>06/02</b>	INTERDISCIPLINARY PRACTICE COMMITTEE (if applicable) DATE
REVIEWED/REVISED BY: / DEPARTMENTAL APPROVAL: <b>Alex Wiggins, RN / Mary Leahy, V.P., H.R.</b>	DATE <b>4/14</b>	POLICY AND PROCEDURE COMMITTEE (if applicable) DATE <b>Policy and Procedure Committee 4/14</b>
ADMINISTRATIVE APPROVAL: <b>Jeremy Zoch, COO</b>	DATE <b>4/14</b>	BOARD OF TRUSTEES (if applicable) DATE
MEDICAL STAFF (if applicable)	DATE	OTHER DATE <b>Nursing Leadership Team 4/14</b>
PHARMACY AND THERAPUTICS (if applicable)	DATE	OTHER DATE <b>Clinical Policy and Procedure Committee 4/14</b>

3. Shoes are required and they must be clean, well maintained and provide comfort and safety to the foot.
  - a) Croc style shoes that are soft, pliable, and/or have vent holes are not permitted.
  - b) Laces for the shoes should match and blend in with the color of the shoe.
  - c) Shoes should coordinate with the color of uniform.
4. Leg covering (socks or hosiery) are to be worn by all direct patient care staff.
5. Hair should be clean and neatly styled, and of length appropriate to the tasks performed. Hair should be of a natural color. Beards and mustaches should be trimmed and well groomed.
6. No artificial fingernails are allowed for staff who routinely provide hand-on patient care activities. No nail applications, (charms, jewels, stickers, rhinestones, etc.) are to be worn.
  - a) Artificial fingernail: any non-natural overlay, wrap or other addition applied to natural nail excluding nail polish.
  - b) Nail length: the measurement of the fingernail as it extends beyond the fingertip viewed from the palm or surface of the hand.
7. Good personal hygiene must be practiced at all times. No excessive colognes or perfume should be worn. Makeup should be inconspicuous.
8. Jewelry and hair ornaments should be inconspicuous and should never interfere with patient care or safety of patients / employees.
9. No visible body piercing, other than ears, is acceptable and earrings should be limited to no more than two per ear. The only exception is due to religious or cultural reasons and may be covered during work hours.
10. Tattoos must be covered by appropriate garments and not visible to the public.
11. Open ear spacers may not be worn. Flesh tone ear plugs must be worn if the ear lobe is stretched wider than the size of a dime to ensure safety.
12. Appropriate undergarments are required to be worn at all times and should not be visible above, below or through outer clothing.
13. Each department may establish its own dress and personal appearance guidelines, as per the manager's interpretation of this policy with administrative approval. Development of these guidelines may be completed with assistance from Human Resources.

**III. PATIENT CARE AREAS:**

- A. To ensure that hair is being worn in a safe manner, hair should be pulled back so that it is out of the care or work field.
  - 1. No hat or kerchiefs are permitted.
- B. Clinical staff may wear holiday scrubs and scrub jackets the week before and on the day of a holiday. Holiday scrub jacket and uniform must be coordinating. Unit Secretaries may wear holiday business attire 1 week before and on the day of the holiday only.
  - 1. Recognized holidays for scrubs:
    - a) Valentine's Day
    - b) St. Patrick's Day
    - c) Easter
    - d) 4<sup>th</sup> of July
    - e) Halloween
    - f) Thanksgiving
    - g) Christmas
- C. Foot wear
  - 1. Recommended colors for shoes include:
    - a) White
    - b) Black
    - c) Brown
- D. Dress code for patient care areas
  - 1. Inpatient Staff
    - a) Assigned color of uniform will signify a particular position for staff:
      - (1) Registered Nurses - solid royal blue colored uniforms
      - (2) LVN/LPTs - solid light blue colored uniforms
      - (3) Nurse Assistants - solid burgundy colored uniform
      - (4) Radiologic Technologists - solid navy blue uniforms
    - b) Since each of these colors signify and identify a specific position, these colors may only be worn by persons in these positions.

- c) For each of these positions, the employee may wear the same color scrub or warm up jacket as the uniform. Registered Nurses may also wear white lab coats. Unit specific jackets purchased through the employee uniform store may be worn.
  - d) Acceptable solid colors of shirt that may be worn under the uniform includes:
    - (1) White
    - (2) Black
    - (3) Gray
    - (4) Solid color matching the uniform
2. Inpatient Unit Secretaries (USs)
- a) Unit Secretaries will wear khaki or navy blue pants or skirt for women with the french blue colored uniform top.
  - b) Navy blue sweaters may be worn over shirts for warmth.
  - c) White undershirts may be worn under the French blue top for added warmth.
  - d) Unit Secretaries may not wear scrubs.
3. Outpatient Clinical Staff
- a) RN, LVN, NA, CNA, Technicians, Clinical / Clerical Ancillary:
    - (1) Scrubs or print tops may be worn with a white or coordinating solid color pant.
    - (2) Scrub jackets that are print coordinated, white, or solid in color may be worn.
    - (3) Sweaters, Lab Coats and/or Sweatshirts may be worn for warmth. No logos or printed words, except the St. Joseph Logo, are acceptable. Solid color, well-fitting (not tight) hooded sweatshirt may also be worn. The hood may not be worn while on campus.
4. Secretaries
- a) Business attire or
  - b) Employee provided scrubs
  - c) Clean, closed toe shoes or tennis shoes, which provide comfort and safety to the foot, are required. Shoes should be neutral in color. Laces, if used, must match the shoe color and be clean.

**IV. NON-PATIENT CARE AREAS:**

Dress for non-patient care business will reflect the activity of the event while on campus. The distinction will be made between Classroom settings or Physically Active settings.

**A. The Classroom Setting**

The Classroom setting will reflect business such as a meeting, participating in council work, gatherings or seated classroom education. Dress Code options will include:

- a) Employee Provided Scrubs
- b) Business Casual
  - (1) Slacks or dress pant
  - (2) Dress or Skirt
  - (3) Blouse or top as described in Part II. Section A, paragraph 3 of this policy.
  - (4) Collared dress shirt
  - (5) Well maintained dress sandals
  - (6) Flip flops are not allowed in this setting.

**B. Physically Active Setting**

The Physically Active setting will reflect business such as specific department cleaning days or working in a storage area as approved by the manager, or BLS, ACLS, MAB, Skills Day or other active educational activities. Dress Code options will include:

- a) Employee Provided Scrubs
- b) Business Casual
  - (1) Slacks
  - (2) Blouse or top as described in Part II. Section A, paragraph 3
  - (3) Dark, well kept (no holes or worn areas), jeans that are hemmed above the shoes, without decorative accessories and are modest, reserved and providing complete coverage.
  - (4) Closed toed shoes.

**V. HOSPITAL PROVIDED SCRUBS:**

- A. This establishes a system for the distribution of the Hospital issued scrub apparel as dispensed by and maintained through the use of the ScrubEx dispensing system which will define authorized users, identify losses and provide a means to recapture lost or misused scrubs.

- B. Access to scrub wear must be controlled in order to ensure an adequate supply of scrub wear for all authorized users.
- C. Definitions
1. Hospital Provided Scrubs
    - a) Scrubs that are laundered by a Hospital contracted service and stocked and managed by the Hospital Linen Department.
  2. Restricted Area
    - a) Areas defined by red line access or department policy. This includes the Operating Room (Main, Pavilion & CVOR), the Labor & Delivery Surgical Suites and the IR and Cath Lab Suites.
  3. Semi-Restricted Area
    - a) Areas adjacent to and supporting the restricted areas.
  4. Scrub Dispensing Unit
    - a) A scrub distribution machine leased for the purpose of dispensing and returning Hospital provided scrubs at the beginning and end of each shift.
  5. Scrub and Scrub System Abuse
    - a) An attempt by an individual to receive scrubs above their allotted credit limit, to falsify system records, to tamper with the scrub distribution unit in any way, or to deposit anything other than approved scrub wear into the collection slot on the scrub dispensing unit.
    - b) Defacing, mutilating or altering scrub apparel.
  6. Hospital Campus
    - a) The hospital buildings of St. Joseph Hospital, including the Main Hospital, the St. Joseph Center, the St. Joseph Outpatient Pavilion and The Center for Cancer Prevention and Treatment.
- D. Authorized users
1. Only authorized users will be allowed access to and approved for wearing of hospital provided scrubs. Specific areas will be authorized based on patient care or environment need.
  2. Hospital laundered scrubs will be provided to the following areas:
    - a) Main OR
    - b) Pavilion OR
    - c) CVOR
    - d) Labor & Delivery

- e) Cardiac Cath Lab
  - f) Interventional Radiology
  - g) Sterile Processing Department (SPD)
  - h) Endoscopy
3. Departments that will require Hospital laundered scrubs on an “as needed” basis to enter a restricted or semi-restricted area:
    - a) Designated Pharmacy Employees
    - b) Designated Radiology Employees
    - c) Designated Central Supply Employees
  4. Any Hospital employee, volunteer, contractor, visitor or other person who needs to be issued scrubs on a permanent or temporary basis must have the respective department Director or Executive Director make a formal request to EVS management for a waiver to allow scrub access.
- E. Hospital Provided Scrub Use and Distribution
1. Scrub attire is provided to authorized users via scrub dispensing equipment. All scrubs will be dispensed and returned through the scrub distribution units.
  2. Restrictions will be placed on the number of sets of scrubs that can be issued at any given time.
  3. Two credits will be issued to each authorized user.
  4. Hospital provided scrubs are considered Hospital property and are not to be removed or worn outside the Hospital Campus. The only exception would be due to a soiled uniform. Unauthorized removal from the campus constitutes theft.
- F. Scrub and Scrub System Abuse
1. System abusers are those individuals who attempt to receive scrubs above their allotted credit limit, to use the credits of another employee, to falsify system records, to tamper with the scrub distribution unit in any way, or to deposit anything other than approved scrub wear into the collection slot on the scrub dispensing unit. System abuse will be subject to disciplinary action.
  2. Defacing, mutilating or altering scrub apparel is strictly prohibited. Hospital provided scrubs are considered Hospital property and scrub abuse will be subject to disciplinary action.
- G. Unreturned Scrubs
1. All authorized staff must return a set of scrubs before obtaining a new set of scrubs.

2. Hospital provided scrubs are the property of the Hospital and scrubs not returned will be subject to disciplinary action.

H. Problems with Scrub Size or Availability

1. All problems with the use of the system, scrub sizing or availability should be brought to the attention of environmental services Management.

I. Areas that distribute scrubs by any other method than by using the Scrubex machine must follow this procedure:

1. The area supervisor must acknowledge the receipt of scrubs from the vendor or EVS and maintain a record of the incoming inventory
2. The department must maintain a written inventory of distribution of the scrubs identifying the person receiving the garment, the type (Scrub top, Scrub bottom, or cover gown) of garment and date/time issued.
3. The department must receive and record the return of the scrubs and revise the written record accordingly
4. At the end of each day, the department must report scrubs received, issued, returned, persons not returning garments and current inventory in the department to the EVS department.
5. At the end of each month, the inventory will be reconciled with EVS and any shortages due to loss will be charged to the department cost center.”

J. Emergent Use of Hospital Scrubs

1. Due to the nature of health care, at times an employee may need to borrow and wear hospital provided scrubs when their own uniform has become soiled.
  - a) For any employee who is in need to borrow a pair of hospital provided scrubs for the remainder of their shift, the employee will report to the Nursing Office to request a pair of scrubs.
  - b) In order to receive a pair of scrubs, the employee must complete an Employee Payroll Deduction Form. This will allow the employee to wear the scrubs for the remainder of their shift and ensure that the scrubs are returned to the Nursing Office within 14 days of the date requested.
  - c) If the scrubs are not returned within the 14 days, the payroll deduction form will be forwarded to payroll to deduct the current average cost of the scrub attire from the employee’s paycheck.

**VI. RESPONSIBILITIES:**

A. Employee

1. Each employee is expected to use careful judgment in choosing his or her attire. When doing so, each individual should consider his or her essential



job duties as well as the frequency and contact with our patients, the public and fellow employees.

2. Cultural and/or Religious Diversity questions that pertain to dress and grooming, as it relates to cultural or religious diversity, should be addressed with Human Resources.

**B. Management**

1. Individual supervisors must ensure that this policy, as well as the department-specific guidelines, are implemented and adhered to. Policy violations are to be handled in accordance with established discipline procedures.
2. Managers may request that an employee leave the hospital (without pay) to change their attire and return to work.

**VII. REFERENCES:**

Morbidity and Mortality Weekly Report (MMWR)/51 (RR16); 1-44.

APIC Text of Infection Control and Epidemiology, 3<sup>rd</sup> Edition Volume II, Scientific and Practice Elements 2009.

Association of PeriOperative Registered Nurses, Perioperative Standards and Recommended Practices 2013 Edition.