POLICY & PROCEDURE: DRESS AND PERSONAL APPEARANCE GUIDELINES

POLICY SUMMARY/INTENT:
1) Ukiah Valley Medical Center employees and volunteers will present a clean and professional appearance while on duty. 2) Comply with health and safety regulations. 3) Promote in our guests a sense of confidence in the quality of care we provide. 4) Promote employee safety. 5) Minimize distractions and create an atmosphere of caring, comfort and reassurance for our patients and their families. 6) Allow visitors and patients to immediately recognize staff members.

SPECIAL CONSIDERATIONS: 1) individual departments may have additional guidelines relating to unit specific requirements. Corporate employees working at UVMC campuses shall abide by this policy, if it differs from corporate policy. 2) Vendors must comply with standards set in the vendor agreement, available through Purchasing.

DEFINITIONS:
N/A

AFFECTED DEPARTMENTS/SERVICES:
All

POLICY: COMPLIANCE - KEY ELEMENTS

A. EMPLOYEE RESPONSIBILITIES
1. Every employee is responsible for dressing in a manner that conveys a professional image, thereby enhancing care and service provided to our patients and other guests in our facilities.

2. Employees who do not conform to dress standards as outlined in this policy will be counseled and may be sent home to change into appropriate attire, without compensation.
   a. Continued non-compliance with dress code standards will result in disciplinary action.

3. Employees and contract staff are required to wear their official Hospital ID badge with the name and picture facing out at all times while on duty, on the upper half of the chest where it is readily visible to patients, other staff members and visitors.

B. QUESTIONS AND CONCERNS
1. Employees with questions and/or concerns regarding the application of this policy to their department shall address those questions to their direct supervisor or Human Resources.

C. PERSONAL HYGIENE
1. Cleanliness:
   a. Employees are expected to maintain a high standard of cleanliness, i.e., regular bathing, hand washing, oral hygiene and use of deodorant.
      i. No residual tobacco or alcohol odor shall be detectable.

2. Cosmetics:
   a. May be worn in moderation.
   b. Excessive use of cosmetics is to be avoided.

3. Perfume/Cologne and Lotion:
   a. No colognes, perfumes, scented aftershave lotions, scented body lotion, etc. shall be worn in the work setting.

4. Hair:
   a. Is to be clean and styled, and neatly trimmed.
   b. Extreme styles or colors are not permitted.
   c. In patient contact areas, and other areas where it may present a safety hazard, long hair must be secured.
   d. Hair adornments should be small and tasteful.
   e. Facial hair is to be neatly trimmed.

5. Nails:
   a. In order to protect the patient as well as the employee from transmission of infection, nail polish is to be well maintained. Employees without patient contact must keep their nail length short enough to avoid interference with job performance.
   b. Artificial nails, nail tips, and nail jewelry are prohibited for all health care workers who provide patient care, have direct patient contact, are involved in the preparation of items/products used by patients, and are involved in the cleaning process. If worn, plain nail polish must not be chipped.
   c. See also, Hand Hygiene policy.

6. Jewelry:
   a. If worn, jewelry in general should be simple and conservative, and not present a safety hazard for either employees or patients (e.g., no dangling earrings). Due to safety issues, jewelry may not be allowed in some areas. Jewelry must look professional and not be considered offensive in any way, i.e., swastikas, ghoulish caricatures, or other items with slang references, etc.
   b. Except as noted below, earrings should be limited to two ear posts, studs or hoops no larger than ½ inch in diameter and shall NOT extend below the earlobe in any patient care area. No more than 2 earrings per ear may be worn in any area.
   c. Professionally tasteful, dangling earrings less than one inch in length may be worn in non-patient care areas only.
   d. One clear or neutral stud of minimal size may be worn in the nose. No other visible body piercing is allowed.
7. **Body Art:**
   a. In order to project a professional and well-groomed image, body art, such as tattoos, shall not be visible to the public.

D. **CLOTHING**

1. Clothing is to be clean, in good condition, modest, and appropriate for the type of work being performed.
2. Clothing must be appropriately fitting, matched and coordinated and have a professional or business-like appearance.
3. Dresses and skirts (including any uniforms) shall project a professional image at all times, and may not be too short or too tight.
   a. Dresses and skirts shall be no higher than three inches from the top of the kneecap.
4. Dress pants and slacks shall be regular length.
   a. Gaucho pants and cropped pants, if dressy in style and material, may be worn.
5. Undergarments:
   a. Appropriate undergarments shall be worn while on duty.
   b. Undergarments should not be visible; colors must blend and be inconspicuous.
6. Hosiery and Socks:
   a. Socks may be bright but in good taste.
7. Tight-fitting and see-through clothing may not be worn.
   a. Midriffs must be covered.
8. Denim jeans, skirts, or jackets, or denims of any type may not be worn, except:
   a. When the hospital, as a special occasion, allows denim to be worn hospital-wide.
   b. When approved by the department for performing selected tasks.
   c. If identified as appropriate work attire in specific departments.
      i. White denim is an exception, and can be worn in areas that allow denim attire.
      ii. Denim that is allowed must be in good repair (no rips, holes, tears, or faded).
9. Necklines shall be appropriate and modest in cut. Undergarments shall be not exposed:
   a. No bare backs or halter-tops
10. Sleeveless clothing can be worn if the armholes do not reveal undergarments.
11. Shoes:
   a. Shall be safe, appropriate for job duties, clean and in good repair and noise free for the hospital environment.
      i. Closed toe and soft-soled shoes must be worn in clinical areas.
      ii. Open toed shoes may be worn in non-clinical areas and are only appropriate for non-patient care personnel.
iii. Flip-flops are not permitted (rubber, casual style, regardless of heel height is considered a flip flop).

iv. Clog shoes worn in clinical areas must have a heel strap or at least a 1-inch heel cup in order to be worn as work shoes.

v. Heels must be no higher than 3” in height.

vi. In patient care areas, employees may also wear nursing shoes and athletic shoes. If athletic shoes are worn they must be neutral in color, clean and in good repair, with non-marking soles/heels.

12. Hats or Caps may not be worn inside the hospital, unless required by the job.

13. On-call staff shall be prepared to comply with this policy at all times.

14. In general, unacceptable dress includes the following, and shall not be worn on campus at any time that the employee is on campus for work assignments. However, this will be evaluated on a department-specific basis based on job duties:

   a. Shorts
   
   b. T-shirts (hospital-sponsored promotional shirts are allowed on certain occasions)
   
   c. Knit stretch pants or leggings
   
   d. Mini skirts or dresses
   
   e. Spaghetti strap tops or dresses
   
   f. Sweatshirts (Except pullovers with a collar or zip-up, and plain in style.)
   
   g. Camouflage patterns
   
   h. Scrubs made of sweatshirt fabric

E. UNIFORMS/SPECIFIED DRESS

   1. Required uniforms may be in use in departments from time to time. The policies regarding these uniforms fall under the following general categories:

      a. Uniforms required that do not have any use outside the hospital.
         
         i. This type of clothing may not have use because it is a specific type or for a specific function, or may have to be embroidered, making it not useful outside the work place. Use of the UVMC logo does not automatically qualify for this category.

         I. Clothing falling into this category shall be supplied by the hospital at its expense.

         II. The hospital shall provide for or approve the laundering of this clothing.

         III. Consideration of a uniform must include a consultation with Human Resources prior to approval and purchase.

      b. Required uniforms that have use outside the hospital.
         
         i. An example may be a requirement to wear certain pants and certain colored shirts or skirts.
I. Employees shall purchase this clothing and maintain on their own.

II. Employees are required to replace when wear is excessive.

c. Hospital-issued scrubs may be provided as a temporary clothing item when personal clothing has become contaminated with blood or blood products, or other potential infectious material.

i. Temporary use clothing must be obtained from the Materials Department.

ii. These temporary scrubs can be worn home, but must be returned the next day to the hospital.

iii. It is recommended that contaminated personal clothing be sent to an off-site, licensed laundry facility, or taken to a self-operated Laundromat that meets Title 22 requirements.

F. PINS, BUTTONS and STICKERS

1. Professional school pins and UVMC award pins may be worn as a part of the uniform.

2. Administration may authorize wearing of specific pins related to hospital activities (i.e., volunteer pins, etc).

3. Promotional buttons, pins, stickers, ribbons and other devices bearing messages (political, humorous, etc.) may NOT be worn.

G. ACCOUNTABILITY/RESPONSIBILITY

1. Employees shall adhere to specific departmental dress code requirements, in addition to the hospital-wide requirements listed here.

2. The department director or designated supervisor is responsible for monitoring their employees’ compliance with appearance standards and is required to hold his/her employees accountable to achieve compliance with hospital standards.

3. In the event that there is a dispute over the interpretation of this policy, the director or manager shall make the determination as to the appropriateness of the employee’s dress/appearance.

APPLICABLE STANDARDS OR REGULATORY REQUIREMENTS: UVMC Specific

REFERENCES: UVMC

AUTHOR: Human Resources Director
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