

STVHS - HR**DATE EFFECTIVE:** 10/7/2008**DATES REVISED:** 10/7/2008**PURPOSE:**

All associates are to dress in a professional or business manner and maintain personal hygiene in a manner consistent with the System's expectation and in a manner that is not offensive to the patients and customers served.

AUTHOR: Ashley Haynes **DATE:** 10/7/2008**REVIEWED:** Katie Chamblee **DATE:** 10/7/2008**APPROVED:** Katie Chamblee **DATE:** 10/7/2008**KEYWORDS:** Dress and Grooming**CROSS REFERENCED POLICIES:** **ISSUING DEPARTMENT:** Human Resources

POLICY:

This policy supports the philosophy, Mission, Vision, and Values of the System and Ascension Health.

GUIDELINES:

All associates are to dress in a professional or business manner and maintain personal hygiene in a manner consistent with the System's expectation and in a manner that is not offensive to the patients and customers served.

DEFINITIONS:**PROCEDURE:**

I. Dress and Uniforms

- A. Except where uniforms or scrub suits are required the accepted dress code for all companies and all locations of the System shall be business casual.

The contents of this document rescind any previous document covering similar material.

1. Business Casual shall be defined as neatly pressed slacks or skirts with open collared shirts or blouse. Jumpers and appropriate tee tops are acceptable as business casual for females as are pant suits or dresses. Footwear should be dress or business casual.
 2. Polo or golf shirts or any other clothing with logos advertising a company, service or concern are prohibited unless the logo is of a System affiliate or affiliated with STVHS. Designs other than definitive logos used by clothing manufacturers are not acceptable.
 3. Denim clothing is not acceptable except
 - a) when designated for special events or
 - b) when it is a logo wear shirt stitched with one of the STVHS logos
 4. Crew neck dress sweaters, banded collar, faux or mock turtleneck and turtleneck sweaters are acceptable wear for men or women.
 5. The following is a list of unacceptable items for business casual. The list is not all-inclusive. The Human Resources department will have the final determination on clothing that is acceptable/unacceptable.
 - a) Tank tops
 - b) Sundresses or spaghetti strap dresses/tops without a tee shirt underneath
 - c) Crop pants or any pants that stop above the ankle
 - d) Cargo or painter's pants
 - e) Shorts – unless authorized for a special event
 - f) Bare shoulder or sleeveless dresses/tops unless covered by a jacket
- B. The System does not provide scrubs for any associate in any facility. Uniforms/Scrubs are provided in limited designated areas as defined in Attachment A to this policy.
1. If an associates' scrubs or uniform becomes soiled during the assigned shift of duty, the supervisor may authorize issuance of hospital scrubs for the duration of the shift.
 2. These scrubs will be issued by the supervisor and returned with in 24 hours of the end of the shift.
 3. Management and Security have the authority to stop and question associates or others who appear to be leaving the premises in a hospital issued scrub suit.
- C. Scrubs are allowed in specific patient care or ancillary patient care areas.
1. All prints are to be tasteful and not offensive to others.
 2. No restriction is placed on the color of the scrub outfit.
 3. Printed scrub jackets may not have any logo or designation of any group or company other than that of the manufacturer.
- D. Associates may wear their own scrub suit to and from work without having to change at work.

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- E. RNs and LPNs may wear their caps while on duty. Caps are to be clean.
 - F. The individual hospital facilities will provide appropriate and required safety apparel to wear over the associate owned scrubs.
 - G. Associates assigned to areas other than direct patient care or ancillary patient care areas are not to wear scrub suits or other type of medical uniforms while at work. Business casual attire is required for these areas.
 - H. Skirt length shall be in modest proportion to individual height and should not be revealing when the associate sits or bends.
 - I. For general purposes the following clothing items will not be allowed: all bluejeans or other bluejean like pants regardless of color including white or colored jeans, jumpsuits, overalls, T-shirts, sweatshirts, sweatpants, athletic clothing, shorts, stirrup pants, leggings, body revealing items, items which reveal underwear and sundresses.
 - J. Associates required to wear a uniform or scrubs must be in uniform or scrubs at all time while on duty. All uniforms and scrubs must be clean, neat and meet the standards required within each department. Plain T-shirts or turtleneck shirts of an appropriate color (no writing or decoration other than STVHS issued tee shirts) may be worn under uniforms and scrub suits for the sake of warmth. Scrub suit warm up jackets provided by the associate may be worn over scrubs.
 - K. All clothes should be of opaque material
 - L. Appropriate undergarments must be worn at all times. Undergarments shall not be darker than uniform, pants, or dress. Undergarments shall not be visible.
 - M. All garments should be neat and of proper fit.
 - N. On designated special events, associates, not located in areas requiring a uniform or scrub suit, may wear casual clothing that is in good taste.
 - 1. Casual is defined as dress slacks, shirts, shoes or other items, which are less casual than business casual and in good taste. Casual does not include athletic clothing, thong sandals, athletic shoes etc.
 - 2. On special event days, with official notice by management, jeans or dress shorts of knee length may be worn with appropriate shirts, shoes or other items of clothing.
- II. Shoes and Hosiery
- A. Shoes worn by all associates should be clean and in good repair.
 - 1. Shoes must meet health and safety standards as required within individual

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departments.

2. Shoes should be of appropriate height.
3. Clogs or clog like shoes with scrub suits or medical uniforms are appropriate where the use of backless shoes is not a safety issue.
4. Athletic shoes are acceptable with uniforms or scrubs if tasteful, clean and in good repair. Any color must be minimal and soft in hue.
5. Footwear other than street shoes is not acceptable daily wear, i.e. bedroom slippers or house shoes.

B. Appropriate hose, stockings or socks are to be worn by all associates in patient care areas at all times. Females may wear dress sandals without hose or stockings where business casual clothing is allowed.

C. Disposable shoe covers are to be worn in designated patient care areas.

III. Hair and Head Coverings

A. Hair shall be kept clean, neat and well groomed. Any hair ribbons, barrettes, clips, headbands, etc. should be worn in a tasteful and professional manner. Extreme hairstyles are not permitted, including contrasting dyes (orange, pink, red, purple for example).

B. Head coverings that are not part of hospital uniform will not be allowed unless for medical or religious reasons (exceptions for head coverings should be approved through HR).

C. All sideburns, mustaches and beards should be kept neatly trimmed and cleaned and not interfere with protective or safety equipment.

1. All associates involved in direct patient care or food preparation must abide by the Public Health Department standards for covering hair.
2. Disposable scrub caps are to be worn in designated patient care areas.
3. Disposable masks are to be worn, covering the nose and mouth in restricted areas or to comply with infection control/safety standards.

IV. Badges and Pins

A. All associates must wear a company name badges while on duty. Badges must be worn at mid-chest level or higher and be visible to patients and other staff members at all times.

B. No pins, decals, buttons, stickers or other items are to be attached to the name badge in any manner.

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- C. Lariats or other neckwear to hold name badges or pins may not have any advertisement or company name displayed other than that of the System.
 - D. No associate (while on duty) will be allowed to wear any type pin, garment, button, sticker, badge, banner, patch, emblem or other such item promoting any cause, any political party, candidate, activity, popular movement, or bearing any suggestive, immoral or obscene language. American flag pins are acceptable.
 - E. Pins representing professional and service associations, professional training schools, and pins presented by the hospital for length of service shall be allowed on personal clothing.
- V. Miscellaneous
- F. Fingernails should be well manicured, appropriate length and neat in appearance.
 - 1. No cracks or chips in nail polish should be visible.
 - 2. For infection control, any associate in areas where direct patient care is provided areas may not wear acrylic or gel or nail attachments-
 - 3. Nail ornaments, attached by glue or piercing, are not allowed while working in direct or ancillary patient care areas.
 - 4. Nail color should be appropriate for assigned area.
 - B. Evidence of body or tongue piercing will not be displayed while at work. Ear ornaments for pierced ears, male or female, are limited to three (3) per ear and tasteful in design.
 - C. Body tattoos are not to be visible while at work in patient care areas. Appropriate clothing is to be worn to cover visible tattoos in patient care areas.
 - D. Colored or dark eyeglasses are not to be worn on duty unless prescribed by a physician.
- VI. Personal Grooming Habits
- G. Associates should exemplify the best in personal grooming habits avoiding any perfume, after-shave, offensive body odors, dirty hair, etc.
 - H. Excessive make-up or jewelry should not be worn.
- VII. In the event of a dispute of the interpretation of the dress rules will be settled by the executive responsible for Human Resources in conjunction with the executive responsible for the associate.

INTERPRETATION AND ADMINISTRATION:

All associates are to dress in a professional or business manner and maintain personal hygiene in a manner consistent with the system's expectation and in a manner that is not offensive to the

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patients and customers served.

SCOPE OF DISTRIBUTION:

All managers and associates

REFERENCES (if applicable):

INTERDISCIPLINARY COLLABORATION (if applicable):

Infection Control

Attachment A

The System will provide uniforms for the following areas or jobs.

- Plant Operations
 - Uniforms will be provided. Laundry of uniforms is the associate's responsibility.
- Security
 - Uniforms will be provided. Laundry of uniforms is the associate's responsibility.
- Physicians
 - Hospital scrubs will be provided.
- Vendors
 - Vendors performing tasks in the surgical area will be provided hospital scrubs for in the surgical area only.
- St. Vincent's Blount
 - Please refer to facility specific guidelines.