



Policy Title:	Dress Code - LifeBridge
Facility:	LifeBridge Health
Effective Date:	7/1/2017

SUMMARY:

All LifeBridge Health staff, including residents, staff physicians, volunteers, temporary/agency employees and contracted employees are required to adhere to these **dress code** requirements and appearance standards. The following factors have been taken into consideration in defining the dress code: patient safety; staff safety; public safety; standard precautions; and professional image.

PURPOSE:

To ensure that all LifeBridge Health employees project a professional image to patients, visitors and guests.

DEFINITIONS:

CLINICAL: Those functioning in a clinical setting; that is, in and around patients including but not limited to patient care units, outpatient areas, clinical laboratories, procedure or testing areas and the pharmacy.

EMPLOYEES WORKING IN CLINICAL FUNCTIONS: Any employee, who provides, "hands-on care" to a patient, prepares medication, food or products for a patient, or who have contact with patient care items.

NON-CLINICAL: Those functioning in roles that support but are not directly involved in patient care activities.

UNIFORMS: Those functioning in roles designated by the hospital as requiring standard and consistent attire.

POLICY:

While on duty, all employees and contracted staff (including, but not limited to, agency, per diem travelers, temporary and independent contractors) have a direct impact on the **perceptions** and satisfaction of our patients, customers, visitors, medical staff and co-workers. As a customer service organization, the expectations are high, and we must continue to meet those expectations. Area Supervisors/Managers/ VP's are responsible for enforcing the hospital and departmental **dress** code policies and maintain the authority to have employees change **attire** when in violation.



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Exceptions to the provisions of the dress code may be granted due to a medical condition provided Occupational Health clearance is obtained. This exception will be applied at the discretion of the department Director and Division Vice President.

I. GENERAL STANDARDS FOR ALL EMPLOYEES

- A. Employees are expected to exhibit and maintain a well-groomed personal appearance, including cleanliness and proper hygiene.
- B. Attire and personal grooming must satisfy all safety and health regulations.
- C. The organization's identification badge must be visible at all times within any of our facilities while going to and from and during an assignment, face front, at chest level and in good condition. The badge should only be worn on a LifeBridge issued lanyard or clip. Decals, message pins/stickers must not be affixed to the ID badge. Service award and school pins should be attached to clothing rather than the badge. Badges or buttons with advertising or causes are prohibited in patient care areas. In limited circumstances and where required by law, badges or buttons with advertising or causes may be permitted in non-patient care areas.
- D. Acceptable attire will be clean, pressed and in good repair. Fit of clothing will allow for required movement for job performance without exposure of abdomen or lower back.
- E. Perfumes, after-shaves and lotions will be used in moderation in order to be considerate of sensitivities, allergies, and illnesses of patients, visitors and other employees. LifeBridge may require an employee or contractual staff person to stop wearing perfume, after shave or lotion while at work.
- F. Hair must be neatly combed; clean and styled in a manner that is professional and safe for job performance. Hair ornaments must be kept to a minimum and maintained to ensure personal safety as well as the safety of others. Beards, mustaches and/or sideburns must be kept neatly trimmed and should not interfere with the ability of the employee to maintain standard precautions or sterile technique. An employee's face should be visible at all times.
- G. Fingernails shall be clean, neatly trimmed, well manicured and of a length that will not cause injury or potential injury to self, customers or co-workers. For patient care areas, fingernails must be no longer than 1/4 inch from tip of finger to allow employee to practice acceptable hand washing and sterilization technique, maintain standard precautions and wear protective gloves if appropriate. CDC guidelines apply where appropriate.
- H. Attire/appearance that is culturally or religious based will be discussed with the department manager and LifeBridge will attempt to accommodate both the cultural/religious beliefs and to meet job and safety guidelines.
- I. When an employee violates the dress code policy, the supervisor/manager will send the employee home unless doing so will create a patient safety issue for the hospital, in which case the employee will be provided with alternate attire to wear. The employee is expected to return to work in proper attire the same day unless



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otherwise agreed with the supervisor. With the first offense, the employee may use PTO/vacation time. Repeat offenders who are sent home will not be granted the option of using paid time off. Continued violations will result in progressive corrective action.

II. STANDARDS FOR THOSE IN UNIFORM FUNCTIONS

- A. The wearing of **uniforms** is meant to be consistent and designate certain roles in the facility. Therefore, uniforms are not to be changed or defaced in any manner to alter the standardization.
- B. T-shirts or turtlenecks (white or color coordinated with uniform) may be worn under the uniform top but must stay tucked at all times.
- C. **Shoe** type will be designated when the uniform is discussed with the employee upon hire. Shoes will be neat, clean and safe for the job being performed.

III. STANDARDS FOR THOSE IN NON-CLINICAL FUNCTIONS

- A. In general, attire will suit the support service performed and the customers served.
- B. Tailored shirts and cotton knit polo shirts are acceptable.
- C. **Jewelry** should be worn in moderation and must not interfere with service or compromise safety.
- D. **Sleeveless** (shoulders covered) blouses and dresses are permitted as long as undergarments are hidden.
- E. Shoe type and height must meet the safety requirements of the employee's job. Open-toed shoes and dress sandals are allowed.
- F. **Lab coats**, **scrubs** and other **clinical attire** are not to be worn by non-clinical staff.

IV. STANDARDS FOR THOSE WORKING IN CLINICAL FUNCTIONS

- A. When in direct contact with patients, hair shall be held off the face and out of the care field.
- B. Safety shall be considered when making the decision to wear jewelry. The amount and style worn shall not interfere with patient care or compromise safety.
- C. Scrub tops, pants, dresses and jackets or uniforms shall be worn to provide direct patient care.
- D. Masks, patient gowns, isolation gowns and/or scrub gowns will be worn only for their intended purpose and must remain in the patient care areas. Only clean lab coats or scrub jackets should be used for warmth or as cover when off the units or walking through public areas.
- E. **Fingernail** length must be considered so as to prevent injury to patients during care. Fingernails must not be longer than 1/4 inch from tip of finger. **Polish** in a state of good repair may be worn. **Artificial nails**, tips, wraps, enhancements, adornments or appliques are not permitted.



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F. **Footwear** must allow for safe transport of patients and equipment, the use of proper body mechanics and provide the caregiver safety, comfort and personal protection.

V. **UNACCEPTABLE ATTIRE/APPEARANCE THAT APPLIES TO ALL EMPLOYEES**

A. **Shorts**, micro-**mini skirts**, **halter tops**, **tank tops**, **sweat suits/pants**, **fleece**, spaghetti strap tops, sheer fabrics, baseball caps, denim, capris, low cut necklines (no **cleavage** exposed), midriff tops, lycra/spandex/metallic tops, tee shirts with logos, leggings or stirrup pants, athletic wear, casual t-shirts are not appropriate attire for the workplace. Some entities may still allow denim as part of the facility's "dress down" day attire.

B. Hair of unnatural color, i.e., blue, purple, green, etc. is unacceptable.

C. The employee should take into consideration any adornments or decorations on their skin, hair, nails or clothing that could easily be dislodged and present a safety and infection control hazard to patients and the public. Unacceptable examples include, but are not limited to, the use of metallic sprays, glitter, beads or sequins on skin, hair, nails or clothing.

D. Flip-flops should never be worn.

E. **Visible body piercings** (tongue, eyebrow, nose or lip rings, etc.), spacers and nose rings must be removed while in the work environment. Culturally or religious based piercings will be discussed with the department manager and LifeBridge will attempt to accommodate both the cultural/religious belief and to meet job and safety guidelines.

F. Department managers may require **tattoos** that are prominent and/or offensive to be covered while on duty.

G. Excessively tight or loose clothing is prohibited.

H. Scrubs stamped with other institutional names shall not be worn.

I. The smell of tobacco smoke may have an adverse effect on patients, visitors or other employees. Employees are expected to refrain from smelling of any odor related to tobacco use while on duty. If an odor of smoke is reported as offensive, the employee may be notified and asked to refrain from activities resulting in smelling like tobacco.

J. No headphones or handheld electronic games or televisions are to be used while working.

K. Head Wraps and all types of head gear can only be worn for the following reasons: Sincerely held religious beliefs when it does not impose an undue hardship on the hospital (such as a safety issue); for medical Reasons, after written documentation from an employee's physician has been presented to Occupational Health Services, so long as it does not create a safety issue; and as part of the uniform necessary for those employees working in patient care areas such as operating rooms.

Note: Departments may have a separate dress code policy, which may be more



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restrictive but not less restrictive than this policy.

OTHER KEY WORDS:

RESPONSIBILITIES:

Managers: Ensure employees are aware of and dress in accordance with this policy.

Employees: Responsible for knowing policy and dressing accordingly.

Human Resources: Assist in interpretation of policy.

APPROVALS:

Joe Quinn: Chief Human Resources Officer

Last Revised: 7/1/2017



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