



Regions Hospital

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| Subject DRESS CODE | Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Key words Dress Code, Dress, Attire, Work Clothes, Professional Dress, Scrubs, Uniform, Jewelry | Number RH-HR-HR-60-10-04 |
| Category Human Resources (HR) | Effective Date January 1, 2011 |
| Manual Human Resources | Last Review Date December 2010 |
| Issued By Human Resources | Next Review Date December 2011 |
| Applicable This policy applies to all individuals working for or at any Regions Hospital facility. | Origination Date October 1986 |
| | Retired Date Not Applicable |
| Review Responsibility Human Resources | Contact Human Resources |

I. PURPOSE

To establish guidelines to ensure that individuals working for Regions Hospital portray a professional image to our patients, visitors, and fellow employees when on the Regions Hospital campus, other locations and when representing Regions Hospital at off-campus meetings or events.

II. POLICY

Every employee and volunteer is a representative of Regions Hospital. Employees and volunteers are expected to project a professional and positive image to patients, visitors, and fellow employees. Employees and volunteers should present a good appearance, including good personal grooming and hygiene, appropriate dress for the work being performed, and by wearing proper Hospital identification. Enforcement of this policy is the responsibility of each department manager with consultation from Human Resources.

III. PROCEDURE(S)

A. General Dress Guidelines:

- 1.1 Clothing shall be appropriate to the department. Clothing should fit comfortably, allowing full range of mobility without being tight, overly loose, or revealing.
- 1.2 Clothing shall be clean, well pressed, in good repair and not show wear. Torn, dirty, or frayed clothing is not professional.

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- 1.3 Lab coats or scrubs provided by the Hospital shall be clean and may not be worn to or from the premises in compliance with infection control guidelines. Isolation gowns and PPE are to only be worn for personal protection and are not intended to be worn for warmth by employees.
 - 1.4 Lab coats and scrubs without logos or with approved HealthPartners or Regions Hospital Logos shall be permitted.
 - 1.5 Scrubs/uniforms and head attire, where worn, shall be the responsibility of the department manager as to color, color combinations and style, so that inter-departmental coordination may be achieved. Managers need to discuss color changes with Human Resources to see if the color choice is being used by another department or job classification. Scrubs are intended to be worn by for direct patient care providers and laboratory personnel only. Any requests for special consideration must be submitted in writing to the Positive Impressions Team for potential approval.

Solid colored scrubs pants and tops are required for any changes in department or job classification scrubs after January 1, 2011. All employees who wear scrubs as a uniform must transition to solid color scrub tops and pants by January 1, 2013. Patterned scrub tops must contain at least 50% of the scrub pant color and may be worn by employees through January 1, 2013.

- 1.6 Regions Hospital logos on polo shirts, dress shirts or scrub jackets are appropriate.
- 1.7 Undergarments (bras and underwear) are not to be visible.
- 1.8 Footwear shall be clean, in good repair, provide for adequate safety, and appropriate to the departmental needs.
- 1.9 Regions Hospital ID badges provided by the Hospital shall be worn at all times during working hours. ID badges should be worn up near collars for easy identification by patients, visitors, and staff. Lanyards are not allowed.
- 1.10 Clothing with advertising logos, potentially obscene or offensive logos, pictures, sports teams, cartoons, slogans, language or logos promoting alcohol, tobacco, or drug products are not allowed.
- 1.11 Lapel buttons/pins with political or controversial messages are not permitted, while on duty.

B. Professional Dress Guidelines

- 2.1 Skirts, Dresses, and Skirted Suits - Professional dresses and skirts with or without slits should be knee length or longer at which you can sit comfortably in public. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for work.
- 2.2 Pants, Slacks, and Trousers - Business slacks, trousers, gauchos, and khaki type slacks are acceptable. Denim jeans and shorts are not acceptable to wear in the workplace.

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- 2.3 Shirts, Tops, Blouses, and Jackets – Professional shirts, dress shirts, sweaters, tops, polo-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the workplace. Inappropriate attire for work includes low cut, sheer or revealing clothing, tank tops, midriff tops, exercise wear, Spandex, Lycra, halter/tube tops, tops with bare shoulders, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

C. Shoe and Footwear Guidelines

- 3.1 Conservative athletic or walking shoes, loafers, solid topped clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Thongs, flip-flops, slippers, foam clogs with holes on the top and roller shoes are not acceptable and cannot be worn due to safety and infection control guidelines. Open toe shoes or sandals cannot be worn by any employee who enters any patient care area. Additionally, clinicians, housekeeping, materials services staff and others defined by the department leader may not wear open toe shoes or sandals. The safety guideline is to wear shoes that protect toes, top and sides of feet.

D. Cultural Head Attire Guidelines:

- 4.1 Employees who are required by their religion to wear head attire may do so provided:
- The head attire does not violate any safety or infection control policies, standards or guidelines and;
 - The head attire is clean and in good condition and;
 - The head attire does not interfere with the performance of the employee's job duties.

E. Grooming Guidelines:

- 5.1 Good personal hygiene, regular bathing, good oral hygiene, and effective deodorant use are required.
- 5.2 Cosmetics and makeup shall be simple and appropriate.
- 5.3 Use of cologne, perfume, perfumed products (hand/body lotion, etc.), or after-shave is discouraged, and if worn should be minimal and not noticeable by others. Fragrance free areas may be defined by individual departments. Smoke odors are prohibited.
- 5.4 Hair shall be neat, clean, of a safe length and of a naturally occurring color, (e.g. not an extreme color such as purple, green, pink). Beards and mustaches must be kept neat and groomed.
- 5.5 Artificial nails are prohibited from being worn by any direct patient care staff. Fingernails are to be kept clean and neatly trimmed and of an appropriate length to perform job duties.

E. Jewelry and Body Art Guidelines:

- 6.1 Excessive or inappropriate jewelry or body piercing is not permitted. Jewelry or body piercing should not interfere with direct patient care or other on-duty responsibilities. All should be in good taste.

6.2 Excessive or inappropriate body art, as defined by department, needs to be covered while on duty.

6.3 Employee award pins denoting graduating from a special course relating to an employee's profession and/or years of service recognition pins are permitted.

F. Special Occasions and Exceptions:

7.1 Costumes, holiday specific outfits, or other special event outfits are acceptable for predetermined special occasions/holidays upon pre-approval from department managers. Costumes need to be appropriate for the workplace.

7.2 Any staff member may change into hospital owned and laundered scrubs in the event their routine uniform becomes saturated with blood or body fluids. (See IC:20:01 Bloodborne Exposure Plan)

a. Hospital supplied scrub suits will be laundered by the Hospital, not by individual staff members.

b. Hospital supplied scrub suits will not leave the Hospital, *unless worn home by an employee contaminated as described above.*

i. Scrub apparel taken home will be returned unlaundered during the employee's next scheduled shift.

7.3 Departments may establish additional dress code guidelines as appropriate for their functions.

G. Nursing Specific requirements:

8.1 For safety of staff, large/long pierced earrings are not to be worn.

8.2 Only clear nail polish may be worn. Artificial nails are prohibited from being worn by any direct patient care provider.

8.3 Socks or stockings are to be worn at all times.

8.4 Staff normally wearing scrub or street clothing while on duty and who are scheduled to float to other nursing units will comply with the medical - surgical dress code guidelines.

8.5 Nurses, Emergency Room Technicians (ERT), Emergency Room Clerks, Paramedics, Patient Care Assistants (PCA), Nursing Assistants (NA) and Nurse Interns (NI) attire:

a. Pant color must be solid. Top colors preferred to be solid but may be prints of 50% or more of the scrub pant color through January 13, 2013. Selection is to be from the noted color lines for the following positions:

- Navy for Nurses (excluding OR nurses, ED nurses),
- Caribbean Blue for OR and Reprocessing
- Ceil Blue for L&D, Burn and Cath Lab
- Royal Blue for Emergency Room Nurses, Paramedics
- Burgundy for ERTs,
- Forest Green for PCAs, NAs, NIs and Emergency Room Clerks.

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- b. White or appropriate scrub color turtleneck tops, t-shirts or polo shirts may be worn under scrub tops.
 - c. Cardigans or scrub jackets must be solid colors to match scrub outfit. No sweatshirts or hoodies are permitted.

8.6 Health Unit Coordinators (HUC) attire:

- a. Eggplant polo shirts
- b. Black skirt or slacks
- c. Black cardigan sweater, scrub jacket or blazer is optional.
- d. Black shoes

H. Department Specific Requirements:

9.1 Breast Health Center, Cancer Care Center and Radiation Therapy Department

- a. Ambulatory Coordinators/Secretarial (Front Desk)
 - 1. Professional dress clothes
 - 2. Slacks that are mid-calf length or longer may be worn
 - 3. Scrub attire is not permitted
 - 4. Shoes shall coordinate with outfit worn.
 - 5. Stockings:
 - a. Hose or stockings of coordinating color or flesh tones may be worn.
- b. LPN/Mammography Technologist/Medical Assistants/Registered Nurse
 - 1. Scrub attire
 - a. uniform pants will be a solid color
 - b. uniform tops: scrub top and jacket can be a solid, print or pattern that coordinates with pants.
 - 2. Shirts:
 - a. Round neck, mock turtleneck, turtleneck or polo shirts
 - b. short sleeve or long sleeve
 - c. shirts that coordinate may be worn under a scrub top
 - 3. Shoes:
 - a. Shoes will look professional
 - b. no open toes
 - c. open backs are permitted if there is some support such as strap or raised heel protection
 - d. no clogs
 - 4. Stockings
 - a. Hose or stockings of coordinating color or flesh tones may be worn
- c. Nurse Clinician/Radiation Therapy Nurse/Radiation Therapist
 - 1. Professional dress clothes or may follow RN dress
 - a. Top: dress shirt, blouse or sweater. No sleeveless or low-cut top, no lace or see through material.
 - b. Bottom: Skirt, dress or slacks
 - c. Dress, skirt or jumper: Dresses and skirts will be knee length or longer.
 - d. White lab coat may be worn when working in clinical area.
 - e. Stockings:
 - 1. Stockings or Hose of coordinating color or flesh tones may be worn

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- 9.2 Cardiac Rehabilitation:
- a. Khaki colored slacks
 - b. A black or dark blue shirt

9.3 Food and Nutrition

- a. Shirt: Employees must purchase approved uniform shirts from the department. All shirts must be tucked into pants except for the camp shirt. Camp shirts should be buttoned completely. No more than one button unbuttoned on other styles. Only plain black, white or burgundy undershirts are acceptable. No logos.
- b. Pants: All pants are subject to management approval. Black slacks of cotton polyester blend or knit pants are allowed. No stirrup pants, leggings or tight fitting pants of any kind.
- c. Skirt: Black cotton skirt of cotton polyester blend that reaches below the knee. No long slits in skirt or tight fitting skirts. Split skirts are not allowed.
- d. Footwear: Black or white leather shoes with rubber soles. Non-skid soles are required. Open toes and sling back shoes are not allowed. Boots or canvas shoes allowed.
- e. Socks: White or black socks. Hose will be worn with skirts. Black socks are preferred with black pants.
- f. Aprons: Aprons are optional. Approved aprons are purchased from the department. Plastic aprons are only approved for job duty in wet conditions (pots and pans and dish room). Employees are responsible for laundering aprons and for replacing lost or damaged aprons.
- g. Jewelry: For safety reasons, only small earrings, no larger than the size of a quarter are allowed. No hoops or dangle earrings. Simple rings and watches may be worn. Chains, necklaces or bracelets of any type are not allowed. Cell phones must be clipped to a belt or in a pocket at waist level.
- h. No nail polish may be worn. No artificial fingernails. Fingernails are to be kept clean, short and neatly trimmed.
- i. Hair Covering: Approved hair restraints are to be worn properly by employees when preparing, assembling or serving food. For employees who are required to wear a cap, hair must be in a pony tail or braided as management recommends. The exception is for employees who are covering break times for other employees with different dress codes or employees who are reassigned due to the needs of schedules. They are allowed to wear hair restraints approved by management. Cashiers do not need to wear hair covering unless they are behind a serving line. NSA's do not need to wear a hairnet upstairs while serving patient meals. No scarves in hair. Hair extensions must be in a hairnet. No other headwear shall be allowed unless approved by department manager or as stated in the Regions Hospital Dress Code Policy #60:10:04.
- j. Sweaters: White or black cardigan-style sweater may be worn, provided it is worn under the apron and cleaned after each use.

Cooks: Cooks are to wear approved uniform shirts and approved pants (black or checked chef pant).

Vending: Vending personnel to wear approved department shirts and approved pants.

Coffee Shops: All staff to wear approved uniform shirts with same pants and shoes mentioned for Food Service Workers. Appropriate hat should be worn as directed by management. Appropriate logo aprons must be worn.

NSA's: White oxford dress shirt with button down collar. Short or long sleeves. No colored t-shirts underneath oxford shirt. Approved NSA Vest and ties must be purchased from the department.

9.4 Pharmacy:

- a. Clean lab coats or pharmacy smocks, either white or patterned, in good condition, must be worn when entering patient care areas.
- b. Ties are strongly recommended for males working in all areas except psychiatry and the stockroom.
- c. Employees working in the sterile products preparation area shall wear cover gowns over their clothing, bouffant caps and gloves to comply with department and USP 797 guidelines.

9.5 Radiology:

- a. Lab coats and scrubs without logos or with approved HealthPartners or Regions Hospital Logos shall be permitted
- b. Scrub suits shall be worn by employees who have direct patient care.
- c. Scrub suits shall consist of scrub pants and scrub top and/or scrub jacket/lab coat of the designated color, and must be worn at all times during patient care. Employees can wear scrub tops or scrub jackets with print as long as they are non-offensive and match the designated color of the scrub pants.
- d. Short sleeved and long sleeved t-shirts can be worn under the scrub top or under scrub jackets, but not by themselves.
- e. Lab coats and scrub jackets in white, teal, or prints that match teal bottoms are permitted.
- f. Business casual attire as defined by HR standards shall be worn by employees working at HSC.
- g. Excessive jewelry is not permitted. Excessive jewelry is defined as no more than three bracelets, no more than three rings, and no more than two earrings in each ear.
- h. All tattoos must be concealed by employees that have direct patient care.

9.6 Rehabilitation Institute (On-Site Therapies):

- a. Support staff (reception and rehab assistants/therapy aides)
 1. Dress shirt, blouse or sweater
 2. Skirt or slacks. Slacks must be calf length or longer.
 3. Hose or socks will be worn at all times.
- b. Therapists, Rehab Coordinator, Insurance Coordinator:
 1. Any color or pattern can be worn provided it coordinated with "Bottom" No "loud" (neon-like) or distracting patterns (psychedelic) are allowed.
 2. Slacks must be calf length or longer.
 3. Dresses or skirts must allow freedom of movement when treating patients, without being revealing.
 4. Suits
 5. Scrubs may also be worn by clinical and support staff. The color must be khaki, sand or tan.
- c. Employees that have direct patient care must conceal all tattoos.

9.7 Rehabilitation Institute (Off-Site Therapies):

- a. Support staff (reception/therapy aides)
 1. A Regions Rehab Institute polo shirt of any color.
 2. Skirt or slacks. Slacks must be calf length or longer.
 3. Therapy Aides must wear stockings.

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- b. Therapists, Rehab Coordinator, Insurance Coordinator:
 - 1. Tops: any color or pattern can be worn
 - 2. Dress pants must be calf length or longer.
 - 3. Dresses or skirts must allow freedom of movement when treating patients, without being revealing.
 - 4. Suits
 - 5. Stockings/socks must be worn.
 - c. Employees that have direct patient care must conceal all tattoos.

9.8 Reprocessing

- a. Persons who enter the semi-restricted and restricted areas of Reprocessing will wear hospital provided surgical attire. Bunny suits are permitted for other personnel entering the restricted and non-restricted areas.
- b. To prevent contamination by dust or dirt outside the hospital, scrub suits will be stored away from street clothes and not in individual lockers.
- c. Scrub clothes will be changed every day, and whenever they become visibly soiled or wet.
- d. Personnel may wear long sleeved warm up jackets, which are to be changed every day.
- e. Clothing, other than surgical scrubs provided by the hospital shall not be worn unless it can be completely confined within the scrub attire.
- f. Head and facial hair, including side burns, is to be covered when in the restricted and semi-restricted areas. Cloth hats may be worn if they are made of smooth material, have no holes, and are changed and laundered daily. All persons with beards will wear hoods.
- g. Disposable shoe covers are worn to protect the individual's shoes from blood and body fluid contamination. Shoes that are not dedicated for wearing in the Reprocessing department are to be covered. Shoe covers are removed before leaving the department.
- h. Jewelry in restricted or semi-restricted areas is limited to wedding bands and post earrings covered by caps and wedding bands.
- i. Protective eyewear or face shields are worn whenever activities could place one at risk for a splash to the face or eyes.
- j. The following attire is required when working in the decontamination room:
 - 1. utility gloves
 - 2. eye shields
 - 3. Impervious gown
 - 4. Face masks
 - 5. Shoe coverings
 - 6. Hair coverings
 - 7. Surgical scrubs
 - 8. Face shields

9.9 Respiratory Care Service:

- a. Scrub suits or dress clothes with white lab coats are acceptable attire
- b. Scrub suits will be olive color. Warm up jackets will be olive or a coordinating print.
- c. White turtlenecks, white tees, or polo shirts may be worn under scrub top.
- e. Shoes are to be clean with quiet soles. White leather or exercise shoes are acceptable with scrub attire.

9.10 Sleep Health Center:

- a. Scrub attire or dress clothes with white lab coat are acceptable attire for direct care providers.
- b. Shoes are to be clean with quiet soles. White leather or exercise shoes are acceptable with scrub attire.

Employees who have questions regarding the dress code guidelines are encouraged to discuss them with their supervisor.

DEFINITIONS

NOT APPLICABLE

V. COMPLIANCE

Should an employee fail to comply with the dress code guidelines, he/she may be sent home without pay to correct the problem and will be coached on the dress code guidelines. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

VI. ATTACHMENTS

NOT APPLICABLE

VII. OTHER RESOURCES

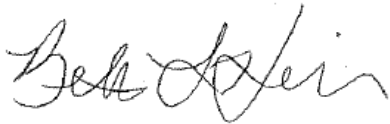
Refer to individual departmental policies for dress code guidelines that are specific to the department.

IC:20:01 Bloodborne Exposure Plan

IC:30:01 Hand Hygiene

SS:05:03:03 Operating Room Attire

VIII. APPROVAL



Beth L. Heinz, Vice President

IX. ENDORSEMENT

Human Resources Leadership Team

Senior Leadership Team

Nursing Leadership Team

Uniform Management Committee

Positive Impressions Team