



Effective: 06/1994
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Next Review: 06/2021
Owner: *Carrie Krampits: Director of Human Resources*
Policy Area: *Human Resources (HR)*
References:

Dress Code, A-3.7.2

POLICY/PURPOSE:

First impressions are made on the basis of personal appearance. It is the policy of McKenzie Health System (MHS) that this dress code is applicable for all employees and has been established to enhance our professional appearance, increase patient and public confidence and protect the safety and well being of employees and patients. Employees are expected to abide by this dress code and directors are expected to enforce the dress code for all employees. The purpose of this policy is to provide a clear description of the hospitals acceptable dress code for all employees.

PROCEDURE:

A. Identification

1. Employees must wear their hospital issued picture identification badge at all times (Exception Surgical Services staff). The identification badge must be worn above the waist level so that it can be easily read by patients, visitors and others. The badge also serves as the employee disaster card.

B. Hygiene

1. Neatness and cleanliness of uniform, clothing and person is expected at all times. Bathe regularly, use deodorant and practice good oral hygiene.
2. Hair must be clean and well groomed. Extreme hair styles such as Mohawks are not allowed. Hair longer than shoulder length may not obstruct vision nor interfere in any way with the type of work performed. In patient contact areas, hair must be pulled back and secured. Hair nets or caps may be required by the department.
3. Beards and mustaches must be trimmed, neatly groomed, clean and must not interfere with work in any way. For safety and infection control reasons, employees in some areas may not be permitted to wear beards or mustaches.
4. Make-up should be conservative.
5. Use of perfume, cologne, essential oils and aromatic products are discouraged due to potential allergic/respiratory reactions. If products used, it should be used in moderation in all departments. Use of deodorant is expected.
6. Fingernails:

- a. Infection Control Considerations: According to the CDC, nail polish cracks, chips, and peels, may also form a harbor for microorganisms. Artificial nails culture a higher number of gram-negative microorganisms than natural nails.
- b. Artificial nails ~~and/or nail polish~~ cannot be worn by staff in the following areas:
 - i. Surgical Services personnel
 - ii. All personnel involved in cleaning processes
 - iii. All direct patient care givers
 - iv. All personnel who prepare food
- c. Staff that wear nail polish should ensure polish is well groomed: no cracks, chips, or peeling of polish.
- d. Nails must be neatly trimmed and clean. Nail length should not interfere with work or cause injury.

C. Appropriate Attire:

1. Clothing:

- a. Clinical areas: dress will consist of uniforms or scrubs in prints or plain colors of appropriate fit, lab coats as appropriate.
- b. Non-Clinical areas: dress will consist of business casual/casual dress that is neat, clean, well pressed and of appropriate fit.
- c. Surgical Services Department personnel will wear hospital provided scrub clothing.
- d. Slacks or cropped pants may be worn.
- e. Skirts and split skirts should be no more than two inches above the knee.
- f. Uniform tops, shirts or tops cannot expose cleavage, midriffs or chest hair. Tank tops with straps less than 3 inches, spaghetti straps, halter tops, mesh shirts/tops or muscle shirts are not allowed.
- g. Undergarments should not be visible nor detectable under clothing, either via color or outline. Undergarments cannot be visible outside clothing.
- h. Logos/imprints on clothing are not permitted except McKenzie Health System logos.
- i. Street clothes or costumes, on special occasions, may be permitted with Department Director/Manager approval.
- j. Visible tattoos are to be discouraged and should be covered if at all possible. Where they are present they should not be offensive to others and where they are deemed to be offensive they should be appropriately covered.
- k. No denim (blue) jean fabric garments may be worn, except on hospital approved occasions.

2. Foot Wear:

- a. Clinical area footwear should be clean, comfortable and suitable for safe quiet mobility with a closed toe and must be made of material that can be cleaned off and disinfected should a spill occur.
- b. Non-Clinical area footwear should be clean, comfortable and suitable for safe quiet

mobility with open or closed toe. Flip-flops are not allowed.

- c. Socks/hose are preferred but not mandatory.

D. Jewelry

1. Patient Contact Areas and Non Clinical Areas – all jewelry should be conservative. Jewellery and piercing should be discreet and appropriate and not cause offense or be a health and safety or an infection control hazard. Any items of jewellery and piercing that create the potential for injury or present the possibility for entanglement (e.g. hoops) must be covered or removed during working hours or when working within a clinical setting.
 - a. Watch is acceptable.
 - b. Bracelets – no loosely dangling bracelets and must not exceed three. Must not be of size or design that would cause injury to patients or employee.
 - c. Rings - must not exceed a **total** of three rings (wedding band/engagement ring are one ring). Rings should not be of size or design that could cause injury to patients or employee.
 - d. Necklaces should not exceed two and cannot pose a safety hazard to the patient or employee.
 - e. Earrings – not to exceed three in each ear and cannot pose a safety hazard (i.e. large dangling/large hoops) to the employee.
 - f. Visible Body Piercing – Rings or other body piercing jewelry through the eyelid, tongue, or other visible body part, other than the ear lobes or a stud in the nose, are not acceptable.

E. On-Call Dress Code

1. Staff who may be called in to work must put on a full length, completely buttoned lab coat if not dressed in their usual department attire that meets the dress code. In critical emergency situations staff may need assistance in obtaining a lab coat.
2. Jeans may be worn by on-call staff that is called in for an emergency but staff must wear a full length, completely buttoned lab coat.

F. Inappropriate Attire

1. The following are examples of inappropriate attire not permitted:
 - a. Faded, tie-dyed, bleached, torn, patched, stained or un-hemmed clothing.
 - b. Shorts, cut-offs, or sweat pants.
 - c. Jeans, except on hospital approved dress-down day. However, torn/worn out jeans are never allowed.
2. Fashion trends change quickly. Any unanticipated new fashion that does not meet business casual standards will be considered inappropriate.

G. Holiday/Special Occasion Dress:

1. Shirts may be worn, as appropriate to the holiday or occasion.
2. Exceptions may be granted by the Department Director/Manager on a case by case basis in advance, based on a particular day's work activity.

H. Department Specific Dress Code:

1. Some departments, provider offices or job classifications may have additional requirements and/or safety restrictions. All employees are expected to comply with their specific departmental dress code policy requirements at all times while on duty.

I. Dress Code Enforcement:

1. It is the responsibility of Department Directors/Managers and Administration to enforce hospital policy. Violations will be subject to the hospital disciplinary action procedure.

Attachments

No Attachments

Approval Signatures

Approver	Date
Steve Barnett: President/CEO	06/2020
Amy Ruedisueli: Chief Financial Officer	06/2020
Billi Jo Hennika: Chief Operating Officer	05/2020
Wendy McBride	05/2020
Carrie Krampits: Director of Human Resources	05/2020