



Team Resources Policies & Procedures

Title: DRESS CODE		Policy # 211
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PURPOSE:

To establish guidelines regarding dress supporting the image all team members and volunteers are expected to present to our customers, which demonstrates a commitment to the mission, vision and values of the organization.

POLICY:

It is our policy to provide the highest standard of quality care to our customers. Dress and personal grooming communicates a professional image to our customers and helps to instill confidence in our ability to provide this high standard of quality care. While the organization recognizes the need and desire of team members for individual expression, we also recognize the varying cultures, ages, health and tastes of our community, patients and other customers. For this reason, anything that could be considered a safety hazard, offensive, distracting or otherwise diminishes the confidence of our customers in our ability to deliver quality care, will not be permitted.

PROCEDURE:

All team members are responsible for presenting themselves to our customers in a manner which supports acceptable standards of good professional grooming and etiquette. Individual facility or department dress code guidelines may be more stringent than the following guidelines.

Department management will ensure that any additional guidelines are in writing and that each team member is aware of the dress code and abides by it.

Team members having a conflict with any aspect of this policy, based on cultural or religious traditions, may request an exception. The team member must place the request in writing to their manager. The manager, department director and appropriate director of Team Resources shall review the request and determine whether an exception will be made.

Team members may be sent home to change if they are out of compliance with the dress code.

Violations of dress code may result in disciplinary action up to and including termination.

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CLOTHING:

Team members will be expected to exercise good judgment in their choice of work clothes. All clothing must be clean, neatly pressed, in good repair and appropriate to the work setting. All clothing should be tailored to ensure that it is not tight, baggy, short, revealing, or scanty. Any clothing, or lack of clothing, which is distracting in appearance or is inappropriately suggestive, either due to fit, cut, or style, is not permitted.

Team members who are required to wear a uniform are expected to wear it properly and in its entirety. Uniforms must be clean, pressed and neatly maintained.

Denim/jeans are not considered appropriate work attire.

Team members may not apply unauthorized stickers, buttons or pins to their clothing or uniforms. The only stickers, buttons or pins that may be applied to clothing or uniforms are as follows:

- Service Tenure pins
- Healthcare related pins approved and sponsored by BayCare. These pins must be referred to the appropriate Team Resources Director for approval by Senior Management, prior to being applied to clothing or uniforms.

UNIFORMS:

The wearing of uniforms provides assistance to our patients, visitors and other staff members by identifying individuals as members of our team. Uniforms also create an atmosphere of competence and professionalism. For this reason, many team members who provide direct patient care, meet the public, or require protective clothing and personal protective equipment (PPE) because of the nature of their work, are required to wear uniforms while on duty. Uniforms may be required in other areas as determined by the department director and/or manager.

Team members required to wear uniforms which are not specific to an individual facility, will furnish and maintain their own uniforms. Individual departments may require team members to purchase uniforms specific to their department.

Uniforms provided by the facility will belong to the team member for the duration of

employment. Team members who terminate employment are required to return uniforms issued to them in the same condition in which they were received. Failure to return clean uniforms will result in replacement or cleaning costs being withheld from the final paycheck. Purchase of additional uniforms is at the discretion of the team member.

Team members may choose to wear their uniforms to and from work or they may change in areas provided for this purpose. Changing at the hospital must be done before and after the team member's regular shift. Uniform changing time is not considered work time except when team members are required to change clothes after arriving at the hospital. In these cases, time spent changing into and out of uniforms will be considered working time.

NAME BADGES:

Refer to Policy #216 – IDENTIFICATION BADGES

FOOTWEAR:

All footwear must be clean, sturdy, stable and safe. Athletic footwear, etc. is not appropriate for office wear. Additionally, footwear in clinical areas must be clean, closed and safe to protect team members from sharps, spills and slipping.

HAIR:

Hair must be clean and well-groomed. Where infection control and safety are a concern, long hair will be pulled back or pinned up off the collar, to prevent it from falling forward over the face while working.

Team members are expected to keep hair neatly combed and arranged in a professional style.

Hats are not to be worn unless they are required as part of a uniform or for safety reasons.

Facial Hair: Team members are expected to be clean-shaven or to maintain a well-trimmed beard or mustache. If a team member works in a department that requires a fitted facemask respirator, the team member will be required to be fit tested prior to the need to wear a mask respirator which requires the face to be clean-shaven. Team members will be required to have shaving supplies on hand and available to immediately shave in the event the wearing of the mask respirator is required while on duty. Exceptions include a medical exemption and appropriate documentation by a medical provider to be approved and on record with Employee Health and/or a religious exemption accommodation request. Exemption and accommodation requests will be reviewed on a case-by-case basis depending on departmental needs.

FRAGRANCES, AFTERSHAVE AND DEODORANT:

Due to the close contact with patients, co-workers, and customers, fragrances and aftershave may not be permitted. Bathing, the use of deodorants and other acceptable personal hygiene habits should be observed.

FINGERNAILS:

Artificial nails, nail art, and acrylic nails have been implicated in outbreaks of hospital-associated infections. All clinical team members providing care to patients are not allowed to wear artificial nails. Artificial fingernails are defined as any material applied to the nail for the purpose of strengthening or lengthening nails including, but not limited to:

- Wraps
- Acrylics
- Tips
- Tapes
- Any appliques other than those made of nail polish

Natural fingernails are defined as natural nails without an artificial covering other than nail polish or UV-cured nail polish (i.e., gel nail polish). Nails need to be trimmed so they are no longer than a quarter inch past the tip of the finger. Polish, if worn, must be in good repair without cracks or chips.

In non-nursing areas, clean, presentable fingernails are a must and should be reasonable in length suitable to job function.

JEWELRY/TATTOOS:

When wearing jewelry to work, team members should select jewelry that projects a professional image. This can be achieved by wearing jewelry that is simple and not overdone.

Rings worn on fingers or ears, necklaces, bracelets and anklets are permissible.

A small stud, not to exceed 2.0 mm may be worn in one nostril piercing. Jewelry worn in other visible body parts are not permitted, including other facial and tongue piercings.

Large, dangling earrings pose a safety concern and are not permitted. Open ear lobe gauges also pose a similar safety concern and therefore should not be worn. Ear lobe gauges must be filled with a plug while on duty and should not exceed 1 inch in diameter.

In patient care areas, jewelry such as bracelets and necklaces need to be close-fitting and break easily if grabbed. Rings are limited to two (2) per hand.

Inappropriate and offensive tattoos are to be covered by clothing or opaque hosiery at all times. It is preferred that all tattoos are covered.