**Policy Statement:**

Employees must maintain a professional appearance during work time and take into account such issues as safety, noise, infection control, and respiratory reactions when grooming and dressing.

**Process:**

**1. Clothing**

Certain clothing is not considered professional and therefore should not be worn while on duty. The following is a partial list of such clothing:

1. **Undergarments**

Undergarments should not be visible under or outside of any clothing.

1. **Pants**

Stretch pants, jeans, spandex, tight leggings, and sweatpants are not acceptable.

1. **Shirts**

T-shirts, halter tops, and tank tops are not permissible. Sweatshirts which are part of a uniform or do not have large logos or sayings are permissible.

**C. Shorts or Skirts**

Any shorts or skirts which do not cover appropriately are not permissible.

**D. Dresses/Blouses**

Any dresses/blouses that are backless or do not cover appropriately are not acceptable.

**2. Shoes**

Shoes should be chosen with noise reduction and safety in mind. Staff who may need to run to an emergency should wear appropriate shoes.

Department Managers will set the policy as certain departments require staff to wear specific shoes.

**3. Hair**

Hair must be clean and groomed. Staff involved in patient contact cannot have hair hang so that it could be grabbed by a patient or get in the way of treatment. Hair must be covered in departments such as the Operating Room, Labor and Delivery, Central Materials Services, and Food and Nutrition.

**4. Jewelry**

Any jewelry that could be grabbed by a patient, make noise, or pose infection control issues by making it hard to put on gloves, etc., is not acceptable. Necklaces, rings, facial jewelry, hoop earrings, etc., which could pose such hazards should not be worn by employees with patient contact.

**5. Body Odor**

Employees must not have a body odor. Strong fragrances which could cause respiratory issues for patients and employees should not be worn.

**6. Tobacco Smoke**

Employees must not smell of tobacco smoke while at work.

**7. Nails**

Employees who provide direct patient care, clean and process patient equipment, prepare sterile products, or handle food and food products must keep natural nail tips less than ¼ inch long and not wear artificial nails or nail extenders. Nail polish (either clear or colored) may be worn as long as it is in good condition and not chipped. Refer to the Infection Prevention Hand Hygiene Policy for further information.

**8. Beards and/or Mustaches**

Beards and/or mustaches need to be well trimmed and not pose any safety or infection control issues.

**9. Sunglasses**

Sunglasses cannot be worn inside as they interfere with eye contact.

**10. Make-up**

Make-up should not be excessive.

**11. Hats**

Only Hospital-approved hats should be worn while on duty.

**12. Tattoos**

Any tattoos which are visible cannot be offensive, obscene, or lewd in nature.

**13. Body Piercing**

Body piercing is prohibited if it jeopardizes patient or employee safety.

**14. Business Casual Day**

Certain departments do not have patient, applicant, or business contacts. The Directors of such departments may submit a request to their Divisional Vice President and the Vice President for Human Resources and Legal Services for approval to have a Business Casual Day on Fridays. On such days, however, the above guidelines still apply. In addition, if an employee from a department with a Business Casual Day has a meeting at the Hospital, the employee needs to wear professional clothing.

**15. Uniforms**

Some departments require that staff wear uniforms. Others have jobs that, on occasion, will make it necessary for staff to wear certain clothing to perform a specific task.

**16. Exceptions**

Department desiring an exception to this policy should submit a written request to the Vice President for Human Resources and Legal Services with an explanation. The Vice President for Human Resources and Legal Services, in consultation with the Safety Committee, Employee Health, and the Service Excellence Response Team will respond to the request in writing.

**FORMS:** None applicable.

**REFERENCES:**

Infection Prevention Hand Hygiene Policy

Clinical/Administrative Tobacco Free Campus Policy

**Chronological History:** Adopted 2001. Reviewed 2003, 2005, 2007, 2009. Revised 3/10, 11/11.