

Purpose:

To define the policy of attire and uniforms for clinical and non-clinical personnel in the Ambulatory Division. Provide guidelines for appropriate, clean, professional standards of appearance and dress.



























Conformance with these guidelines is subject to department administrator, director or manager determination when not defined within this policy. Consistent with our Five- Star Service standards, our professional appearance as individuals and team members represents our obligation to excellence in patient care and safety.

Procedure:

During business hours or when representing the Ambulatory Division, employees are expected to present a clean, neat, and tasteful appearance. The following requirements are applicable:

1. Dress Code:
 - a. EMC Dress Code Policy will be adhered to.
 - b. EMC will provide, initially and every two years, 5 full sets for full-time employees, 3 full sets for part-time employees, and 2 sets for per diem employees. Max dollar amounts \$300 for full time employees, part time would be \$180 and PD would be \$120. Uniforms will be purchased through EMC's approved uniform company. The funds will be available upon completion of the 90-day probationary period. (During the first 90 days, clinical staff will be required to wear a uniform closely matching their staff category color employee purchased uniforms will be reimbursed.).
 - c. If the uniforms become damaged and in need of repair, it is the employee's responsibility to replace or repair them. If any employee changes sizes, it is their responsibility to get new uniforms.
 - d. Eisenhower Health to become standardized on all Uniforms. Individual clinic names will not be used.
 - e. The selected attire must be worn when on duty.
 - f. **Maximum fund availability \$300.00 every 2 years.**

LCCC Dress Code Color Table

Role	Type of Uniform
RNs	Scrubs :  (top/pants) Navy Jacket:  or  Navy Pewter
RN Managers	Scrubs:  (top/pants) Navy Jacket:  or  Navy Pewter <i>Other Option: Business Attire, Short Lab Coat (White)</i>
LVNs	Scrubs:  (top/pants) Teal Blue Pants/Jacket:  or  Teal Blue Pewter
CA / MA / NA / CPT	Scrubs:  (top/pants) Ciel Pants/Jacket:  or  Ciel Grey
Breast Center <ul style="list-style-type: none"> All clinical staff except RN 	Scrubs:  (top/pants) Carmine or Hot Pink Pants/Jacket:  or  Carmine or Hot Pink Black
Non-Clinical Patient Facing Roles <ul style="list-style-type: none"> Front Desk Ancillary Secretary RadOnc Office Supervisor* Scheduling Coordinators PAS 	Logo Shirt:  or  Royal Blue White Pants/Skirt:  or  Tan Black <i>Note: Dress Shirt or Polo Style Shirt with short/long sleeve</i> Cardigan Sweater:  Tie/Neck Cover: Any Black <i>Note: Pants/Skirts/Ties/Neck Covers not provided by EMC.</i>
Radiation Therapists	Scrubs:  (top/pants) Galaxy Blue
Nurse Practitioners	Scrubs:  (top/pants) Black Jacket:  Black <i>Other Option: Business Attire, Short Lab Coat (White)</i>
Administrative Roles <ul style="list-style-type: none"> Directors/Managers RadOnc Office Supervisor* Social Workers PARS/Transcriptionists Med Records Tech Navigation Office Staff Cancer Registry Staff Physics/Dosimetry 	*Business Attire: (Refer to dress code policy)
Approved Colors for Undershirt	Shirts:  or  or  White Blue Red



Dress Code

20066

Official (Rev: 7)

POLICY

As conscientious providers of health care, we must ensure that our personal appearance reflects the highest standards of cleanliness, grooming and professionalism. The Eisenhower Medical Center leadership team reserves the right to ask improperly dressed or groomed employees to leave the hospital grounds until appropriate adjustments are made. Time for this corrective process is taken on the employee's own time. In keeping with a professional demeanor, chewing gum while on duty is prohibited. Ultimate conformance with this policy is subject to the department director or manager approval when not defined within this policy.

Summer dress code takes place from May 1 through October 31 for those employees who work in a position that does not require a uniform. Clothing that may be worn during this time period will be specifically identified throughout this policy.

It is impossible to cover in a written policy every conceivable question on dress and grooming. The best and most effective control must come from each employee's own good judgement of what is best for our obligations to patient care, safety and to the public.

General Guidelines

Appearance Whether staff members wear uniforms or street clothes, they are obliged to present a well-groomed appearance. All clothing, whether uniform or street clothes, shall be appropriate in size for the staff member's frame and shall be clean, pressed, and in good condition. Colors or symbols that are identified as gang related will not be acceptable. All clothing, whether uniform or street clothes, shall be constructed of fabric which cannot be seen through and which does not reveal undergarments. Patient care and other specifically designated staff may wear scrubs.

Ties As appropriate, males in management positions shall wear a neat dress shirt and tie or a suit/sport/lab coat. The tie/sport coat may be omitted during summer dress code, and polo shirts may be worn.

Skirt length Skirt length shall be no shorter than two inches above the knee.

Hosiery Individuals wearing skirts or dresses at knee level or above shall wear full-length hosiery. Individuals wearing pants or slacks or dresses/skirts below knee are not required to wear hose. Staff members whose job duties and responsibilities include patient care shall wear flesh colored or white hose or socks as appropriate. *(Hose are not required during summer dress code.)*

Footwear - Staff members shall wear footwear which is clean, polished, and in good repair. Footwear shall be appropriate to the work duties and responsibilities performed and meet the safety needs of the hospital environment. Employees shall wear protective footwear when working in areas where there is a danger of injury due to falling or rolling objects, slips and falls from wet or slippery floors and where such employee's feet are exposed to chemical, blood or body fluid hazards in order to minimize the risk of exposures and slip, trip or fall injuries.

Employees are responsible for the purchase of and safe use of their own footwear. They shall wear appropriate footwear as part of their daily uniform/dress code as prescribed by their specific department policy and/or job functions. In the absence of a department specific policy, this policy shall apply.

The following will serve as parameters in areas requiring protective footwear:

Nursing, Laboratory, Clinical & other Diagnostic areas, Housekeeping, & Food Service employees- work shoes with enclosed uppers and heels (no holes or open exposures), rubber soles with an even tread to provide maximum surface contact; preferably, certified slip-resistant soles. Heel height should not exceed 2 inches.

Maintenance, Plant, & Engineering employees- Safety-toe or work boots with rubber soles; preferably certified, slip-resistant soles. Footwear reaching over the ankle to provide greater protection from sparks, splashes and other hazards is recommended.

Professional, Business and Office employees- Though not included in the protective footwear requirement, professional, business, and office personnel are expected to wear shoes appropriate to safely navigate the work environment. Open-toe shoes may be worn in the office work environment; heels should be 3 inches or less with a heel strap, however, a low heel, closed-toe shoe with rubber soles and an even tread are recommended. In addition, footwear should be modified as appropriate for wear during adverse weather conditions to minimize slip and fall hazards.

Inappropriate Attire While it is not possible to provide a comprehensive list of apparel not appropriate for a professional work image, the list detailed below is intended to provide examples.

Jeans, all colors

Denim or any denim-like material

Tank tops, T-shirts, and clothing with images, words or caricatures unless it is Eisenhower Health's official name/logo

Visible thermal or waffle-weave shirts or pants

Aerobic/exercise wear

Leggings or tight fitting stirrup pants

Jogging suits

Sweatshirts or pants

Clothing that allows undue exposure such as braless, visible bra straps, low back, provocative or see through fabrics that show undergarments or cleavage.

Spaghetti strap tops, halter, tube, midriff tops, or sleeveless (*Sleeveless business attire, sleeveless tops or dresses may be worn during summer dress code*)

Shorts, Capris or Skorts (*Capris that are mid-calf in length and loose-fitting may be worn during the summer dress code period*)

Motorcycle leathers or chains

Bandanas

Military-style fatigues

Thong sandals/flip-flops

Gang attire

Personal Hygiene

General Appearance Staff members must maintain excellent personal habits of cleanliness.

Hair Facial hair, including beards, sideburns, and mustaches shall be clean and carefully and neatly trimmed. Hair must be clean, combed and neat. Extreme hairstyle or unnatural hair color is not appropriate within the professional work setting.

General Staff Staff members working with food shall secure their hair under an appropriate head covering (hat, visor, hairnet, chef hat, etc.). Staff members with long hair who work with dangerous machinery must have their hair pinned up off of their shoulders or secured in a hairnet or appropriate head covering.

Patient Care Staff Staff members working in patient care shall **follow the above mentioned guidelines** and more specifically those staff members whose hair is longer than shoulder length shall

secure their hair to prevent interference with good patient care. Barrettes, combs, and/or clips may be worn.

Cosmetics

General Staff Makeup shall be applied in moderation and good taste. Staff members using cosmetics should be mindful of their appropriateness in a health care environment. Heavy scents shall not be worn.

Patient Care Staff Staff members whose job duties and responsibilities include patient care shall **follow the above mentioned guidelines** and more specifically shall not wear cologne, after-shave, perfume, or any heavily scented cream or lotion.

Fingernails

In response to mounting evidence that artificial nails have been linked to, or may contribute to, the transmission of infection, Eisenhower Health's dress code requires:

General Staff: Fingernails, either natural or acrylic, must be kept clean and offer a professional appearance. Nail polish, if worn, should be a light color (refrain from using dark colored nail polish; i.e., purple, green, black, and blue or polish with glitter or decorative applications). Clear polish is preferable because dark colors may obscure the space underneath the tip of the nail, reducing the likelihood of careful cleaning. Polish shall be free of cracks and chips.

Patient Care Staff: Artificial nails **are prohibited** for all healthcare workers and providers who provide direct or indirect patient care and/or perform invasive/diagnostic procedures or therapies, across the continuum of care. Artificial nails include wraps, acrylics, extenders, overlays, gels, tips, and any item that is glued or pierced through the nail. This applies to but is not limited to inpatient and outpatient services.

For more information, see Infection Control policy titled Fingernail Policy, policy number 232, available in Lucidoc.

Dark Glasses Dark glasses shall not be worn while working or meeting the public, serving patients or during meetings.

Fanny Packs Staff members whose job duties and responsibilities include patient contact may wear a white or colored fanny pack that matches their top. Fanny packs shall be clean. Neon colors are not appropriate.

Jewelry and Body Piercing Rings, hoops, studs, spacers or other jewelry worn in a non-traditional manner are not acceptable for the professional workplace and must be removed while at work. This includes nose rings, other body piercing such as lips, tongues, or any other visible piercing other than ears. Earrings shall be limited to no more than two rings in each ear.

General Staff Staff members may wear a modest amount and type of jewelry. School, professional achievement, longevity, and holiday pins and watches are allowed. Medic alert necklaces and/or bracelets may be worn as necessary. Wearing Eisenhower or approved healthcare promotional pins will be permitted.

Patient Care Staff Patient care staff shall **follow the above mentioned guidelines** and more specifically, for safety and sanitary reasons, no dangling earrings or excessive jewelry shall be worn. Earrings shall not be larger in circumference than a dime. Staff members shall limit jewelry to no more than two rings or bracelets.

Tattoos - Tattoos shall not be visible.

Hats/Caps No hats, baseball caps, recreational headgear or other caps shall be worn by staff members inside any medical center building (excluding nursing caps, if desired). Staff who work outside may wear hats with a brim to limit exposure to the sun. Hats should be removed as a courtesy when indoors.

Uniforms - if a decision is made to provide uniforms, they will be provided by the center, but in most cases maintained at the employee's expense unless otherwise provided by law. If a uniform is required, it must be worn as directed or the employee will be sent home. The appropriate Vice President and the Department Director will determine:

- Whether or not uniforms are necessary for departmental employees;
- The style and color of the uniform (to assist patients in identifying registered nurses, navy blue scrubs are not to be worn by any other job classification than RN's);
- The number of uniforms required for each employee.
- The time frame in which uniforms will be replaced.

Upon termination of employment, the issued uniforms will become the property of the employee.

The professional image required at Eisenhower should drive all decisions about appropriate attire. All departments are expected to comply with this policy unless there is an Administrative-approved uniform. If a staff member reports to work improperly dressed or groomed, the department supervisor shall instruct that individual to return home to change. The staff member shall clock out and back in upon return.

References

Reference Type	Notes
Document Owner	Kowalczyk, David
Signed by	(06/29/2018 02:39PM PST) David Kowalczyk, Vice President (07/02/2018 08:29AM PST) Ann Mostofi, CNO/Vice President (07/02/2018 10:00AM PST) Michael Appelhans, General Counsel (07/02/2018 10:32AM PST) Martin Massiello, Executive Vice President and Chief Operating Officer (07/09/2018 01:15AM PST) Ali Tourkaman, Vice President, Support Services, Vice President, Support Services

Paper copies of this document may not be current and should not be relied on for official purposes. The current version is in Lucidoc at <https://www.lucidoc.com/cgi/doc-gw.pl?ref=emcorq5.20066>.