

COMMUNITY MEDICAL CENTER, INC.
Administrative Policy & Procedure Manual

POLICY #: 3.2.10	EFFECTIVE DATE: 07/07
SECTION: Human Resources	SUPERSEDES: 03/07
SUBJECT: Dress Code	

Review Dates: 06/07/02, 7/15/04, 11/1/04, 3/05, 4/05, 2/06, 3/07, 7/07

POLICY:

Our Basic Philosophy

Community Medical Center strives to assure that all employees, students, and volunteers present a professional, business-like appearance that projects competency, inspires confidence, communicates respect to patients and the public, and provides for safety and infection control.

1. Management Council Members: appropriate professional, business-like attire expected at all times.
Lab coats are appropriate for clinical managers and directors.

2. Standardized dress is required for the following departments or employee types:
 - A. FACILITY SERVICES: ENGINEERS: Blue pants.
 GROUNDS: Brown pants.
 HOUSEKEEPING/LAUNDRY: Black pants.
 NUTRITION: Refer to Departmental Dress Code Policy.

 - B. RN & LPN (with direct patient care): Royal blue scrub bottoms.
 CNA: Ciel blue scrub bottoms.
 RESPIRATORY CARE PRACTITIONER: Hunter green scrub bottoms.
 RAD TECH & CATH LAB TECH: Navy blue scrub bottoms.
 LABORATORY SERVICES: Wine scrub bottoms.
 CLINICAL TRANSPORT TEAM: Department specific uniforms.
 WARD SECRETARIES/TELEMETRY TECHNICIANS: White scrub jacket (short or long sleeve).

 - C. VOLUNTEERS: Refer to Departmental Dress Code Policy.

Solid colored scrub bottoms and/or warm-up jackets identify each of these employee types and are not to be worn by other employees. White lab coats may be worn in clinical areas.

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GENERAL GUIDELINES:

1. Good personal hygiene is required of all employees.
2. Excessive use of cosmetics, perfumes or aftershaves is inappropriate. (Perfume/Aftershave is inappropriate in Patient Care areas.)
3. Hair and nails should be clean, well groomed and properly trimmed. In nursing units, hair longer than shoulder length must be pulled back, restrained, or braided; and artificial nails (including acrylic) **are not** allowed for **any** direct patient care provider.
4. Beards are permitted, but must be kept neat and clean.
5. Body piercing paraphernalia of any kind, with the exception of earrings (maximum 2/ear), is not appropriate to the working setting. Earrings must be professional in appearance.
6. Jewelry on nursing units:
 - Chains – worn inside the top.
 - Earrings – small, professional, and appropriate for the clinical area.
 - Wrist Jewelry – wrist watch and/or medical alert band only.
 - Hand Jewelry – two rings maximum.
7. Visible tattoos must be covered unless absolutely impossible to do so (i.e., tattoo on leg must be covered with cosmetics or clothing).
8. Employees are responsible for wearing their Community Medical Center ID badge at all times while on duty. ID badges must be worn in a visible manner above the waistlines. Altering ID badges with pins and/or sticker is not allowed.
9. Proper undergarments must be worn at all times, but not be visible.
10. Clothing/uniforms must be neat, clean, wrinkle-free and in good repair. Uniforms may be dresses, skirts, or scrubs dependent upon the uniform of the department.
11. No visible underarms (i.e., sleeveless and cap sleeve shirts, sweaters and dresses); top of shoulders must be covered.
12. No visible cleavage.
13. Denim material of any type or style of clothing is not allowed.
14. No visible bare legs or feet (socks, nylons, or tights are required).
15. All footwear shall be professional and clean in appearance. Shoes must be constructed of a hard material such as leather. Canvas or cloth, such as tennis type shoes, are not allowed. When working in areas where exposure to blood, body fluids, contaminates, sharps, and where hazardous chemical spills are possible, employees must wear shoes that cover the entire foot (i.e. no holes or openings on the top or sides). Open-heel duty shoes may be worn if they have a strap or heel cup.
16. Only naturally occurring hair color is allowed. Unacceptable: green, blue, pink, etc.
17. Hats are not to be worn in the building while on duty except when required for infection control or health codes.

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Examples: These examples are not intended to be all-inclusive. Professional, business-like attire will ultimately be determined at the discretion of the department manager/director.

MEN: **Appropriate:** Dress slacks; shirts with buttons, collars and sleeves.

Inappropriate: Cargo or carpenter pants, bib overalls, sweatpants; T-shirts, sweatshirts and tank tops,

WOMEN: **Appropriate:** Skirts and dresses no shorter than three inches above the knee and slits no more than three inches above the knee; conservative in fashion and skirts worn in combination with coordinated tops; dress slacks; dress tops, knit tops, blouses, sweaters, and blazers.

Inappropriate: Skorts, walking shorts, leather pants or shirts, form-fitting clothing, leggings, pajama-like attire, bib overalls, sweatpants, cargo or carpenter pants, T-shirts, sweatshirts, tank tops, clothing made of sheer material, tops that expose the mid-rift at any time (i.e. when reaching or bending over).

SPECIFIC GUIDELINES:

Department leadership has the responsibility to monitor and enforce this policy. More specific dress code guidelines may be found in each department. Employees should consult their manager/director for such policies, as they will determine what is appropriate for the department. Any manager/director may inform you that you are out of dress code at which time your manager/director will be notified and you may be asked to return to work in appropriate attire. Disciplinary action may result as appropriate.

Responsible Senior Leader: VPHR