DRESS CODE AND HYGIENE

POLICY: To establish a dress code policy, which will give the staff a clean, neat and professional appearance. Management reserves the right to maintain a professional environment including addressing any extraordinary/excessive styles of hair, dress or jewelry.

PROCEDURE:

A. Hygiene:
1. Hospital employees must set superior examples of cleanliness and professionalism.
2. Personal hygiene cannot be overemphasized. Employees and clothing must be clean and neat at all times.
3. Hands must be washed frequently and especially before and after each patient contact and after use of the restroom (reference Hand Hygiene policy).
4. Hair, including facial hair, should be conservative and neatly groomed and maintained. Facial hair is not permitted if it interferes with the effectiveness of PPE (personal protective equipment). Hair color should also be conservative. Ornaments, glitter, sparkles and spray-on paint are unacceptable in the hair while at work.
5. Heavy perfumes, lotions, aftershave, etc., and other scented products should not be worn at work. These products may invoke unpleasant side effects for our patients, guests and co-workers.
6. Fingernails, including polish, will be neat and clean. Nails should be appropriately trimmed to meet all safety and performance standards and related job functions. Due to infection control and patient safety standards, artificial nails are considered inappropriate for employees delivering direct patient care. Individual departments, specifically patient care and food-handling areas may need to have more stringent requirements due to the nature of the work.

B. Dress Code:
1. Any work area, depending on the nature of the work being performed, may choose a more stringent policy in addition to this policy.
2. All employees are required to wear their name badge while on duty. Badges should be worn on the left breast-pocket area or on a break-away lanyard and not be obscured by a lab coat or other clothing.
3. Employees will dress in scrubs or professional business attire as designated by their work area and job.
4. Business attire for men shall consist of a dress shirt or hospital-logo uniform shirt with appropriate slacks, socks and shoes. Jackets and ties may be worn as well.
5. Business attire for women shall consist of business suits, loose-fitting business-style capri, slacks, skirts of appropriate length (should not be shorter than three inches above the knee), blouses, hospital-logo uniform shirts, proper hosiery, etc. A cover must accompany sleeveless shirts. Stretch pants, leggings, casual capri pants (including cargo and tight-fitting stretch styles), halter tops and other revealing clothing are not considered business attire. Tops that show cleavage are not acceptable.

6. Hospital-logo uniform shirts and scrubs may be purchased from the hospital-approved vendor. Payroll deduction is provided for purchases not to exceed four (4) pay periods.

7. Jeans and denim material in any color, sweat shirts, T-shirts, shorts, and tank tops are not appropriate in any area for any employee – this includes employees who come in to the hospital for in-services, classes or staff meetings. Unusually tight or loose-fitting clothing is not acceptable. Neither worn nor faded scrubs or uniforms are allowed. Hospital issued scrubs are only to be worn by designated employees in specific areas of the hospital. They must be returned at the end of each shift. (See Standardized Scrub Program policy for further information.)
   a. Unusually tight or loose-fitting clothing is not acceptable. Revealing clothing that shows cleavage is not acceptable.
   b. Neither worn nor faded scrubs or uniforms are allowed.

8. Shoes will be appropriate in style and provide adequate protection for the work being performed. All shoes for work must have soles and tread in good condition in an attempt to reduce falls and promote the safety of our employees. Shoes with tread that has worn away to the surface of the shoe must be replaced. PFH recommends the use of slip resistant shoes. Shoes, including tennis shoes, should be clean and in good appearance. Sandals or toeless shoes will not be permitted for any worker on campus, including members of the management team. Footwear with holes is not acceptable.

9. Jewelry is an accessory and should be safe and attractive. Individual department policies will give specific guidelines for other appropriate jewelry to include limits on necklaces, bracelets, rings, etc., in addition to the following:
   Jewelry may not be worn in any visibly pierced body part except ears.
   No more than two earrings per ear with upper earring being a stud.
   Tattoos must be concealed with clothing (i.e., a long-sleeved shirt).

10. Holiday dress for special occasions (i.e., Christmas, Thanksgiving, Independence Day, etc.) must be approved by Administration.

11. The Employee Performance Appraisal Form will include a section that evaluates continuous compliance with dress code. It is the responsibility of management to monitor day-to-day compliance.

12. Employees not conforming to the dress code will be required to badge out, return home to dress in the appropriate manner, and return to work after consulting with their manager.
   a. Paid Time Off (PTO) will not be used for any time missed from work if the employee is sent home to change clothing.
   b. Repeated violations will result in corrective action.
13. Personal protective equipment (PPE) is provided to employees who come in contact with potentially infected blood or other body fluids. Examples of PPE include but are not limited to gloves, gowns, masks, and protective eyewear. Employees are not to wear these items of PPE outside of the immediate work area.

14. Personal headsets/earphones may not be worn while on duty.

APPROVED BY:

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