DEFINITIONS:

Staff member – includes employees, medical staff, students, residents, fellows, volunteers and contract services

POLICY:

Each HealthPoint staff member is responsible for maintaining good personal hygiene, cleansing hands before and after every patient encounter, and maintaining a tasteful and professional appearance in the appropriate setting. Management is responsible for ensuring employees adhere to established standards. Repeated failure to adhere to the Professional Appearance and Dress Code policy and procedure may result in disciplinary action. Staff whose appearance is inappropriate may be asked by management to leave the work place until properly dressed or groomed. This time away from work will not be “paid time” and an occurrence if staff misses more than 50% of the work day, half-occurrence if staff works at least 50% of the work day.

PROCEDURE:

A staff member’s personal grooming standards and selection of professional attire promotes a positive image of HealthPoint. A well groomed image requires clothes to be neat, clean, wrinkle free, and in good condition. Faded and/or frayed clothing is not considered professional in appearance regardless of fashion trends.

I. Personal Grooming Standards

a. Personal grooming standards include:
   i. Maintaining good personal hygiene.
   ii. After-shave, cologne, perfumes and make-up should be very subtle or fragrance-free.
iii. Hair styles, hair color, and choices of facial hair should present a neat, professional style and should not interfere with the use of protective equipment.

b. A key element of good personal hygiene is frequent hand washing. Employees and staff must cleanse hands before and after each patient encounter. Application of an alcohol based solution is an acceptable method of cleansing hands.

c. For any healthcare worker who (i) providers direct patient care, (ii) handles products used for direct patient care (e.g., pharmacy), or (iii) cares for the environment (e.g., housekeepers), HealthPoint’s infection control plan prohibits:

   i. Wearing artificial nails exceeding ¼ inch over the fingertip, including any product applied to nails other than standard nail polish;
   ii. Nail jewelry; and
   iii. Long, natural nails greater than ¼ inch over the fingertip.

   The above listed individuals must maintain short nails and, if polish is worn, the polish must be chip free and in good condition.

d. Personal equipment is cleaned between patient encounters. Stethoscope covers (stethoscope socks or scrunchies) inhibit the cleaning of the stethoscope and are not allowed due to the infection control policy.

e. Visible tattoos, face and/or body piercings are to be covered, however, incidental or temporary exposure of a tattoo is allowed (for example, if an employee has a tattoo on their upper arm that is normally covered by their shirt sleeve and the sleeve moves when they reach their arms above their head and a portion of the tattoo is temporarily revealed, this is allowed).

f. Minimal ear piercings are acceptable.

   i. Minimal is defined as
      1. No more than three small earrings per ear;
      2. No gauges (stretched piercings); and
      3. No hoops larger than 1 inch in diameter

g. Gum chewing, while interacting with patients (via in person or phone), is not consistent with a professional image and is therefore not permitted.

II. Professional Attire

a. Clinical and Medical Staff

   i. Scrubs worn by staff may vary in style. Clean, neat, (free of holes, not faded or frayed) well-fitting scrubs and uniforms are appropriate. Scrubs/uniforms should be washed daily.

      1. Only HealthPoint T-shirts allowed on designated days. T-shirts must be neat, clean, free of holes, and not faded or frayed.

   ii. Lab coats may be worn in patient exam rooms. Lab coats should be cleaned and laundered regularly (i.e., laundering at least weekly is strongly encouraged).

   iii. Footwear is safe, supportive and clean. The top of the shoes are a solid surface to protect the dorsal section of the foot from blood or chemical exposure. Open toed shoes and ‘croc’ style shoes with holes on the top of the shoe are not allowed.

   iv. Jewelry must be kept to a minimum for safety and infection prevention.
v. Hair must be worn in a way that prevents contamination and does not present a safety hazard.

vi. The wearing of clean ties, scarves and other neckwear in patient care areas is acceptable. Appropriate measures should be taken in an effort to prevent clothing from patient contact.

vii. Long sleeve shirts are acceptable in patient care areas. Shirts should be cleaned regularly.

viii. For males, neat and clean suits, trousers, colored jeans, collared shirts and ties, sports jackets, sweaters and shoes with socks are appropriate.

ix. For females, neat, clean dresses, suits, dress skirts, slacks, dress capris, colored jeans, blouses, collared shirts, sweaters, jackets or blazers are appropriate.

b. Administrative

   i. For males, neat and clean suits, trousers, colored jeans, collared shirts, ties, sports jackets, sweaters and shoes with socks are appropriate.

   ii. For females, neat, clean dresses, suits, dress skirts, slacks, dress capris, colored jeans, blouses, collared shirts, sweaters, jackets or blazers are appropriate.

   1. Legging and/or jegging pants may be worn if the shirt/dress on top can be appropriately worn without the pants. (shirt/dress length at or below fingertips with arms hanging straight down to your side)

iii. Footwear is safe, supportive and clean. Footwear should be appropriate to the work setting. Dress shoes, dress flats, dress heels, dress sandals (not in-between the toe type, unless with heel strap), loafers, boots, and leather deck-type shoes are appropriate. Tennis shoes/Athletic shoes are appropriate for I.T. All footwear must be in good repair, clean, and if applicable, polished.

III. Inappropriate attire

   a. Inappropriate attire for all job categories includes, but is not limited to,

      i. Pants: denim blue jeans (see section VIII.c.i for exceptions), torn or faded pants, baggy or sloppy pants, leggings or “jeggings” (spandex, lyrca, etc.) worn as pants without appropriate fitting top (see section II.b.ii.1), and shorts.

      ii. Shirts: sleeveless shirts under badge-width sleeve, pullover sweatshirts/hoodies, tank tops (spaghetti and ribbed cotton), torn or faded shirts, baggy or sloppy shirts, visible cleavage, t-shirts (see section II.a.ii above) or see-through shirts or blouses (without appropriate camisole, tank or undershirt).

      iii. Shoes: flip flops (in-between the toe type of sandal) without a heel strap and construction and/or hunting boots (see VIII.d.i for exceptions).

      iv. Other: sundresses, torn or faded clothing, baggy or sloppy attire, warm up suits, or any clothing resembling beachwear or sleepwear.

b. Staff will not wear clothing or accessories that may result in inconvenience, injury or insult to patients, visitors or co-workers.

c. No Halloween costumes are allowed.
IV. **Name Badge**
   a. Employee badges will be issued during New Employee Orientation (NEO) by IT.
   b. Employees should wear their name badge to identify themselves and their role within the organization. Name badges should be worn near the collar of the shirt, lanyards with name badges are acceptable. Name badges are not to be worn at the belt or below the waist. This is especially important in the patient care areas to easily verify the employee’s role in patient care.
   c. The employee should notify their supervisor when they have lost their name badge. Arrangements must be made with IT to have another badge made as soon as possible.

V. **Staff member responsibility**
   a. It is the responsibility of each staff member to use judgment and common sense in selecting clothing that fits the function of his/her position and the professional image of the organization.

VI. **Management responsibility**
   a. Supervisors are responsible for ensuring staff knows, understands, and adheres to this policy. Management is the final authority regarding interpretation of “professional” attire and appearance.

VII. **Disciplinary Action**
   a. Repeated failure to adhere to the Professional Appearance and Dress Code policy and procedure may result in disciplinary action. Staff whose appearance is inappropriate may be asked by management to leave the work place until properly dressed or groomed. This time away from work will not be “paid time”.

VIII. **Policy Exceptions**
   a. If a department or facility has a business need for an additional or different requirement than what is described in this policy and procedure, it must be approved by Human Resources (or designee).
   b. Reasonable accommodation can be made for a staff member’s medical condition or religious beliefs consistent with the business necessity to present a professional appearance to the public (e.g., head coverings).
   c. Blue denim jean exceptions
      i. Maintenance staff may wear jeans as their daily work attire.
         1. Jeans are not to be stained, frayed, or with holes.
      ii. On a very limited basis, there may be occasions where jeans may be appropriate for agency or clinic activities, such as cleaning or moving. In these instances, prior approval from Senior Administration is required.
         1. Jeans are not to be stained, frayed, or with holes.
   d. Construction boots
      i. Maintenance staff may wear construction boots as part of their daily routines.
         1. Footwear is safe, supportive and clean and must be in good repair.
e. Staff from contract agencies, such as those from cleaning agencies, must follow their own agencies’ policies on uniforms and dress code, and if none is available, then the HealthPoint Professional Appearance and Dress Code policy & procedure is to be followed.

RELATED POLICY:
BVCAA Employee Handbook – Dress Code

REFERENCES:

REQUIRED BY:
HealthPoint Policy
Department of State Health Services (DSHS)

ATTACHMENTS/ENCLOSURES:

POLICY/PROCEDURE TRACKING FORM

<table>
<thead>
<tr>
<th>TITLE:</th>
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<tr>
<td><strong>Scope/Purpose:</strong> To promote a safe environment and professional atmosphere at all times for employees, patients and visitors through the proper identification of staff and a high standard of personal appearance.</td>
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<th>Division/Department: All HealthPoint sites</th>
<th>Policy/Procedure #:</th>
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<td>Original Date: July 2, 2014</td>
<td>New Replacement for:</td>
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<thead>
<tr>
<th>Date of Revision</th>
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<tr>
<td>Feb 2016</td>
<td>Visible tattoos and/or face/body piercings are to be covered. Only HealthPoint t-shirts allowed on designated days. Colored jeans were added to the allowed attire. Leggings/jeggings can be worn as long as the dress/shirt length is at or below fingertips. No Halloween costumes allowed.</td>
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