



POLICY NUMBER	HR 601
ORIGINAL DATE:	February 2019
TITLE: PROFESSIONAL IMAGE, PERSONAL APPEARANCE AND DRESS POLICY	
KEYWORDS: Dress code, standards, personal appearance	

Policy

It is the policy of CHI St. Vincent Health System to establish a professional image standard which outlines dress and grooming guidelines to ensure a positive and consistent professional image is presented to our patients we serve. These standards will foster a healing and caring environment and will guard against appearance detractors from service, as well as ensuring that physicians, patients and their family members can easily identify CHI St. Vincent's coworkers.

In order to further our mission within the community, it is necessary to assure that a professional image is portrayed at all times, and to comply with safety and infection control standards. Co-Workers are responsible for maintaining standards of attire that adhere to the professional image standards and are expected to comply with any additional dress and appearance requirements established by their department.

Directors, Managers and Supervisors are held accountable for applying and enforcing this policy within their department. Additionally, department Directors, Managers, Supervisors and Senior Management have the authority to enforce this policy, even if the non-compliant co-worker works in a different department. Co-workers who are non-compliant will be subjected to progressive disciplinary actions and may be asked to go home and return in proper dress code attire. The time away from work will be unpaid time. Repeated violations of the dress code and grooming policy may result in disciplinary action up to and including termination.

Department dress codes may vary or be enhanced in order to comply with safety and infection control standards established by regulatory agencies, and/or specific standards. This policy applies to all co-workers, volunteers, contract coworkers, physician, and students.

Procedures:

Dress, Appearance and Hygiene Standards:

Ethic and Conduct

Conversations are to be conducted in a quiet manner, maintaining a quiet atmosphere throughout the hospital. Confidentiality is to be maintained at all times. Patient information of any kind is to be discussed ONLY within the context of the patient care setting. Interactions with co-worker, visitors, patients, physicians and all other must be considerate and courteous, whether face-to-face or on the telephone.

Identification Badges

For security purposes and as a courtesy to patients and visitors, all staff shall wear their identification badges at all times while on duty. They are to be worn above the waist and below the neck with the picture visible, not on the sleeve or belt or hat. If the badge is worn from a badge holder or lanyard it must be a breakaway, the badge must be suspended well above the waist. ID badges are not to be displayed unless coworkers are on duty. ID badges must be returned to Human Resources upon termination of employment.

Dress Attire

Uniforms or business attire must be clean, neatly pressed, and fitted properly to allow the required freedom of movement for bending, lifting and stretching. Low cut and revealing necklines are prohibited. Clothing should not be torn or frayed politically motivated paraphernalia, i.e., buttons, armbands, pins, are prohibited. Clothing must be free from smell of tobacco.

Personal Hygiene

All coworkers are expected to maintain clean and appropriate oral and body hygiene. Issues involving personal hygiene or body odor should be handled discretely in a private counseling sessions conducted by the coworker's supervisor.

Hair

Hair must be clean, neatly styled and should not interfere with job performance. If hair is longer than collar length (patient care providers) it must be tied back to avoid patient contact during patient care and/or transportation.

Extreme hair colors to include, but not limited to pink, purple, green, blue, yellow, orange, or bright burgundy colors that detract from a professional appearance are not acceptable.

Beards, sideburns, mustaches, and goatees are allowed, must be clean and neatly trimmed; and as long as the facial seal for the care of certain isolation patients is not compromised. Facial hair should not interfere the seal on certain PPE.

Hair accessories should coordinate (tastefully, professionally) with uniform color. Hair accessories must be simple, small conservative clips, barrettes, or combs.

Clinical and Food Service

Nails:

Patient Care providers, co-workers who occasionally visit patients and food service coworkers may NOT wear Artificial Nails, Acrylic Nail tips, Gels, No Chip Polish, or Wraps. Nail ornaments are also not allowed. Nail colors should be conservative and well maintained with no chipped polish. Finger nails should be no longer than ¼ inch long, to permits soap or waterless hand gel/antiseptic to reach all areas under the nail. Long nails are not acceptable because they may tear/cut gloves and can provide a place for organisms to hide and grow which could increase the risk of infections.

Administrative Office Areas

Acrylic Nails, Acrylic Nail tips, Gels, No Chip polish or wraps are allowed. Nail colors should be conservative and well maintained.

Make-up

Make-up must appear professional and natural and should be conservative (soft and understated) in style and colors. Conservative lip and eye shadow colors are acceptable. Extreme lip colors, but not limited to blue, black, purple green are not acceptable colors. Glitter lotion, cosmetics are not acceptable. False eyelashes and heavy mascara are not acceptable in patient care or food service .

Fragrance

Cologne or perfume are not to be worn in any areas of the hospital because perfume, cologne, after shave and scented lotions can set off an allergic reaction to our patients, coworkers. Additionally, perfumes and lotions may interfere with the barrier properties of gloves.

Tobacco Smell

This a smoke free campus and tobacco use is prohibited. Caregivers should not report to work smelling of tobacco. Patients and coworkers can be sensitive to the smell of tobacco. For example, patients or co-workers with respiratory illnesses can have a reaction to the smell.

Hats/Head Wear

Hats, caps, head wraps or skull caps are not permitted unless they are part of an authorized uniforms or worn for religious or health- related reasons.

Athletic sweatbands, hats, and scarves (with the exception of religiously or culturally required head coverings) are not acceptable head wear.

Jewelry

Minimal jewelry may be worn but must not interfere with patient care activities or create a safety hazard. No more than (2) conservative, discreet earrings on each ear are acceptable. One simple necklace may be worn. Bracelets should not be worn in patient care areas, with the exception of a medical alert bracelet. Long hanging earrings are not acceptable. Wrist watches are acceptable. A total of two (2) rings are acceptable – one on each hand. Wedding and engagement rings count as one.

Sterile Processing, OR and Procedural Areas:

- Pierced ears: no hook, large hoops, or dangling earrings only small earrings (posts, small hoops) are permitted. Earrings must be small enough to be covered by required head covering. (hat or cap)
- Non-pierced ears - NO Earrings are permitted
- Necklaces are NOT permitted.
- Bracelets/watches are NOT permitted.
- Fleece jackets are NOT permitted.

Jewelry Body Piercing

Ear gauges should be plugged closed with plugs of matching skin tone. Exposed eyebrow, cheek, lip, and/or tongue piercing are not permitted. Hoop nose piercing are not permitted. Nose stud piercing are acceptable.

Socks and Hosiery

Caregivers with direct or occasional patient contact must wear socks or hosiery at all times.

Shoes/Footwear

Shoes must fit appropriately and be of a height appropriate for comfort. Shoe height must not interfere with job performance and safety. Ladies heels should not be more than three inches high. Direct care clinical and support caregivers are not allowed to wear open-toed shoes or open back shoes without straps.

Peep toed shoes may only be worn in certain office areas and in departments outside of patient care settings. (If at any time a non-direct patient care staff is required to go to a patient care area, they must wear closed toe shoes)

Athletic shoes may only be worn in clinical or patient care areas. Flip Flops or beach type shoes are not acceptable in any areas. Dress sandals are acceptable in office or non-clinical areas.

Tattoos

Non-offensive tattoos are allowed. Tattoos depicting graphic, sexual, violent or distasteful images are not permitted. Anything identified as offensive will be addressed accordingly as per Corrective Action policy. If management recognizes that a tattoo is or can be perceived as offensive to our patients, co-workers, visitors, or physicians, you will be asked to cover the tattoo with clothing or concealer.

Tops/Shirts

Tops should have a conservative neckline, and be appropriate in length, Tops that expose cleavage, bra, back, lower back or under garments are not allowed. Tops that reveal the abdomen when standing, lifting or bending over are not allowed. Tubes-tops, tank tops, spaghetti-straps, halter tops and athletic tops are not allowed. Flannel and sweatshirts worn as an outer garment are not allowed. Short tops that expose the hips when stretching or bending over are not allowed. CHI logo T-shirts are allowed only on designated days.

Pants

Leggings, shorts, blue jeans or jean style pants, sweat pants are not allowed. Extremely tight fitting pants are not allowed. Pant hemlines that touch or drag the floor or ground are not allowed. Baggy and/or saggy pants worn below the waist or hips that expose undergarment or hips are not allowed. Scrubs must be worn at the waistline and not exposing undergarment. Leggings may be worn under dresses only.

Jackets

Fleece jackets are not allowed in patient care areas. Fleece material collects and sheds lint. Lint may harbor microbial-laden dust and respiratory droplets. Uniform lab coats or jackets are acceptable.

Sterile Gowns

All isolation/sterile gown and/ or masks, leg and/or show covers and caps must be removed when leaving the work area.

Approved Attire for Non-Patient Care Areas

- Dresses, skirts, gauchos or split skirts which give appearance of skirts, which are just above the knee, knee-length or longer. Conservative trousers, blouses, skirts, or tops. Cropped pants and Capri's may be worn if mid-calf length or longer, and not tight fitting Mini-skirts, skorts, sundresses, and spaghetti strap dresses are not acceptable.
- Dress shoes with or without heels, slides, open toed shoes, boots, dress sandals. Wearing no hosiery is acceptable if the look is appropriate to the outfit. Open-toed shoes and sandals may be worn in non-clinical areas or in areas where there is no machinery or chemicals. Clogs may be worn if brown or black. Athletic shoes, flip-flops, and slippers are not permitted. Athletic footwear may be medically necessary, if so, reasonable accommodations will be provided. (Please discuss this with your manager) Athletic shoes may be appropriate in some areas where uniforms are worn.

- Dress pants, khakis, corduroy pants.
- Dress shirts, sweaters with collared shirt or turtleneck, polo shirt, blazer/sport coat; other shirts with collars.
- Ties should be worn as required by department policy.
- Loafers, boat/deck shoes (socks must be worn at all times), or oxford style (lace-up) shoes.

Unacceptable Attire in Any Department

- Non-approved scrub sets or mismatched sets.
- Sweat suits or hooded clothing.
- Hats (including baseball caps) unless approved by department manager.
- T-shirts do not project a professional image and are not considered appropriate work attire. CHI St. Vincent Health System t-shirts may be worn on pre-approved days only.
- Denim **of any kind** or denim-like fabrics, leather pants/skirts, or leggings with short tops. Shorts or apparel that resembles shorts (except in approved areas).
- Any article of clothing that exposes a bare midriff (sleeveless blouses are permitted in non-patient care areas; no spaghetti straps).
- Tight, revealing, sheer clothing; visible cleavage is not acceptable.

Approved Attire for Patient Care Areas/Departments

- Approved scrubs, worn in complete sets, or scrub dress.
- T-shirts may be worn under scrub top/dresses, but they must be white, black, gray or the same color as the solid scrub color.
- Athletic shoes, duty shoes, or closed toe clogs (Crocs or croc like shoes with holes in them are not allowed.) Shoes or clogs should match the scrubs or be white, navy, black, brown or grey. Open toed shoes will not be allowed in any patient care areas/departments.
- Socks or hose shall be worn at all times. White or flesh tone hose shall be worn when wearing scrub dresses.
- Legging and tights may be worn under knee length dresses only.
- Only black or white scrub jackets and lab coats are appropriate.
- White or scrub-color polo shirts may be worn WITH an approved St. Vincent logo.
- Polo-style knit shirts with a collar are acceptable.

SCRUB POLICY

Employees soiling their clothing (scrubs or uniforms) with body fluids who work in a department other than those that are provided by the hospital (denoted below by ***) will be provided a set of scrubs to wear home which will be returned the next day. St. Vincent will launder the employee's soiled clothes.

Assigned Scrub Colors and Scrub Dress Code

Please note: Six month transition allowed for scrub color changes (deadline March 2024)

Department	Title	Assigned Color	Scrub Bottom	Scrub Top	Lab Coat & Scrub Jacket
Nursing- including Critical Care	RN	Navy Blue	Solid Navy Blue	Navy Blue Solid Preferred	White Lab Coat, Navy blue or Solid Preferred Scrub Jacket
	LPN	Navy Blue	Solid Navy Blue	Navy Blue Solid Preferred	White Lab Coat, Navy blue or Solid Preferred Scrub Jacket
	Unit Coordinators	Purple	Solid Purple	Purple Solid Preferred	Solid Purple Scrub Jacket
	PCT, MHT, Phlebotomist, Professional Techs	Hunter Green	Solid Hunter Green	Hunter Green Solid Preferred	Solid Hunter Green Scrub Jacket
Licensed Techs	Radiology, Nuclear Medicine, MRI, CT, Echo, Cath Lab, Sleep Lab, Ultrasound, Seizure Monitor Tech, END Techs	Royal Blue	Royal Blue	Royal Blue Solid Preferred	White Lab Coat or Solid Royal Blue Lab Coat or Scrub Jacket
	Monitor Tech	Gray	Gray	Gray Solid Preferred	Solid Gray Scrub Jacket
Respiratory	RRT, CRTT	Dark Gray	Dark Gray	Dark Gray Solid Preferred	Dark Gray or White Lab Coat or Scrub Jacket
Rehab	All Staff	Khaki and/or Red	Solid Khaki or Red	Khaki or Red Solid Preferred	White, Khaki or Red Lab Coat or Scrub Jacket
Pharmacy	All Staff	Black	Solid Black	Black Solid Preferred	White or Black Lab Coat
Central Distribution	All Staff	Ceil Blue	Solid Ceil Blue	Ceil Blue Solid Preferred	Solid Ceil Blue Scrub Jacket
Labor & Delivery***	All Staff (except Unit Coordinator)	Ceil Blue	Solid Ceil Blue	Ceil Blue Solid Preferred	Solid Ceil Blue Scrub Jacket
Sterile Processing***	All Staff	Ceil Blue	Solid Ceil Blue	Ceil Blue Solid Preferred	Solid Ceil Blue Scrub Jacket
Surgical Services***	All Staff (except Schedulers & IS Coordinators)	Ceil Blue	Solid Ceil Blue	Ceil Blue Solid Preferred	White or Ceil Blue Lab Coat or Scrub Jacket
Clinical Dietitians	All Staff	Light Gray	Solid Light Gray	Light Gray Solid Preferred	Solid Light Gray Scrub Jacket

Care Coordination	All Staff	SVHS: Dark Gray or Business Casual Central AR: Caribbean blue (dark teal color)	SVHS: Dark Gray or Business Casual Central AR: Caribbean blue	SVHS: Dark Gray or Business Casual Solid Preferred Central AR: Caribbean blue	SVHS: White Lab Coat, Dark Gray or coordinating print Scrub Jacket Central AR: White Lab Coat, or Caribbean blue or coordinating print Scrub Jacket
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**Coordinating Print should be conservative, cartoon, or superhero emblems or characters are not acceptable.*

**** Denotes Departments where staff scrubs are provided by and laundered by CHI St Vincent - These scrubs are not to be worn home by employees. They should be changed into upon arrival to the hospital and left in the appropriate collection area upon leaving the hospital.*

