



DEPARTMENT: <b>HUMAN RESOURCES</b>	POLICY DESCRIPTION: <b>DRESS CODE</b>
APPROVED:	REVIEWED:
REPLACES: C-IV-05	RETIRED:
ADOPTED:	REVISED: 5/13/2020
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## 1. SCOPE

This policy applies to all individuals working for or at any ARH facility and includes employees, students, or volunteers. ARH reserves the right to determine the appropriateness of dress standards detailed throughout this policy.

## 2. PURPOSE

This policy establishes standards of appropriate dress and appearance for those who work at ARH. The professional image of individuals who perform work at ARH helps patients and visitors feel comfortable and confident in the care they receive. Patients' perceptions of professionalism directly impact their confidence in the competence of ARH staff. It enables patients, visitors and colleagues a method of identifying care providers in their roles. A high level of professionalism also enhances ARH's reputation as a leader in the community.

## 3. PROCEDURE

### 3.1. Direct Care Staff General Guidelines

- a. Clothing shall be appropriate to the department. Clothing should fit comfortably, allowing full range of mobility without being tight, overly loose, or revealing. Cleavage and midriff areas of the body must not be visible.
- b. Clothing shall be clean, safe, in good repair, and not show wear. Torn, dirty, or frayed clothing is not acceptable. Regular laundering is required.
  - i. Employees must wear clothes that are washable each day. Any clothing that requires dry cleaning must be cleaned between each wear due to safety concerns.
- c. Scrubs provided by the Hospital for employees required to wear uniforms shall be clean and may not be worn to or from the premises in compliance with infection control guidelines. Isolation gowns and PPE (Personal Protective Equipment) are to only be worn for personal protection and are not intended to be worn for warmth by employees.
  - i. During the COVID-19 pandemic, hospital supplied scrubs are to be reserved and used by staff providing direct patient care only, specifically:
    1. In ORs, ACUs, Procedures, maternity care and labor and delivery
    2. When hospital-supplied scrubs are not available due to limited supply:
    3. Personal scrubs or appropriate clothing may be brought from home to change into at work. At end of shift, staff may change out of these and into clothes for home. All scrubs or clothing must be laundered prior to next use.
- d. Employees who are required to wear uniforms shall wear the appropriate color uniforms as designated by ARH.
- e. Undergarments (bras and underwear) are not to be visible
- f. Open toe shoes or sandals cannot be worn by any employee who enters any patient care area. Slide on sandals, flip-flops, slippers, foam clogs with holes on the top, roller shoes, etc. are not acceptable and cannot be worn due to safety and infection control guidelines. Additionally, care



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providers, housekeeping, nutrition services, supply chain services staff and others defined by the department leader may not wear open toe shoes or sandals. The safety guideline is to wear shoes that protect toes, top and sides of feet.

### 3.2. Non Direct Care Staff General Guidelines

- a. Staff working in all other areas of the hospitals where uniforms are not required are expected to wear their own attire for their work environment. Managers may request approval from local Human Resource offices for employees to wear uniform scrubs within a department.
- b. Clothing shall be appropriate to the department. Clothing should fit comfortably, allowing full range of mobility without being tight, overly loose, or revealing. Cleavage and midriff areas of the body must not be visible.
- c. Clothing shall be clean, safe, in good repair, and not show wear. Torn, dirty, or frayed clothing is not acceptable. Regular laundering is required.
  - a. Employees must wear clothes that are washable each day. Any clothing that requires dry cleaning must be cleaned between each wear due to safety concerns. Ties and long scarves are not allowed for safety purposes.
- d. ARH does require office staff to dress in no less than business casual attire and encourage the following guidelines:

<b>Appropriate</b>	<b>Inappropriate</b>
<i>Slacks or Pants</i>	
<ul style="list-style-type: none"> <li>• Khakis or similar styled slacks</li> <li>• Capris, below knee length</li> <li>• Dress Jeans or Colored Denim (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing)</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatpants, leggings, exercise wear</li> <li>• Shorts, skorts, mini-skirts, sweat pants, pajama pants, etc.</li> <li>• Leggings</li> <li>• Spandex</li> <li>• Jeans</li> </ul>
<i>Shirts or Tops</i>	
<ul style="list-style-type: none"> <li>• Polo collar knit or golf shirts</li> <li>• Oxford shirts</li> <li>• Company logo wear (including t-shirts or sweatshirts)</li> <li>• Short-sleeved shirts or sleeveless blouses</li> <li>• Turtlenecks</li> <li>• Blazers or sport coats</li> <li>• Jackets or sweaters</li> </ul>	<ul style="list-style-type: none"> <li>• Beachwear</li> <li>• Sleeveless shirts</li> <li>• Exercise wear</li> <li>• Tank, Halter, Tube, Crop, or anything clothing showing midriffs or containing spaghetti straps</li> </ul>
<i>Shoes</i>	
<ul style="list-style-type: none"> <li>• Boating or deck shoes, moccasins</li> <li>• Casual, low-heel, open-back shoes (e.g., mules, sling backs)</li> <li>• Sandals/Open-Toe Shoes</li> <li>• Athletic or Tennis Shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Flip-flops</li> </ul>



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### 3.3. Headwear and Masks

- a. Unless required for safety or for individuals whose work takes them outdoors, hats shall not be worn.
  - i. Hats are to be plain or have the ARH approved logo if required in medically necessary or defined areas; e.g. surgery, procedure rooms, etc.
- b. Employees who have a documented requirement by their religion to wear head attire may do so provided:
  - i. The head attire does not violate any safety or infection control policies, standards or guidelines;
  - ii. The head attire is clean and in good condition; and
  - iii. The head attire does not interfere with the performance of the employee's job duties.
- c. At the advice of the CDC, ARH permits employees to wear simple cloth face coverings at the workplace that can be fashioned from household items or made at home from common materials at low cost as an additional voluntary public health measure. Face coverings that are offensive or harassing toward co-workers or others, as determined in the sole discretion of ARH, are not permitted. ARH will consider the following factors in making this determination:
  - i. Offensiveness to co-workers, patients, patient family members, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
  - ii. Corporate or societal norms
  - iii. Patient or family member complaints
  - iv. Advertisements are not permitted
- d. Employees shall still comply with the ARH Universal PPE guidelines as cloth masks are not to be utilized in lieu of N95 respirators or any other surgical masks as required.

### 3.4. Grooming Guidelines

- a. Good personal hygiene, regular bathing, good oral hygiene, and effective deodorant use are required.
- b. Cosmetics and makeup shall be simple and appropriate for a healthcare environment.
- c. Use of cologne, perfume, perfumed products (hand/body lotion, etc.), or after-shave is discouraged, and if worn should be minimal and not noticeable by others. Fragrance free areas may be defined by individual departments. Staff members that smoke must take steps to reduce the lingering scent of smoke from their clothing so as to be unnoticeable.
- d. Hair shall be neat, clean, of a safe length so not to interfere with job duties. Hair color should remain conservative. Direct patient care staff with long hair should have their hair pulled back (up off the shoulders). Beards and mustaches must be kept neat and groomed so not to interfere with job duties. Following the OSHA Respiratory Protection Standard (29 CFR 1910.134)



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prohibits fit testing of employees if there is any hair growth between the skin and face piece sealing surface, such as stubble beard growth, beard, moustache, or sideburns which cross the respirator sealing surface (Appendix A.I.A.).

- e. Artificial nails are not allowed for personnel who perform direct hands-on patient care, don or doff gloves, or who prepare products for patients, as well as supervisors of these employees if they may perform such duties. (The term “products” includes, but is not limited to, food/beverages, medications, and sterile instrumentation.) Healthcare workers who wear artificial nails are more likely to harbor pathogens on their fingertips than are those who have natural nails, both before and after hand washing.
  - i. *Artificial nails*: A substance or device applied to the nail for purposes of cosmetics, strengthening or lengthening. Includes, but not limited to, tips, wraps, overlays, extenders, acrylics, shellacs, tapes, appliqué, nail piercing, and nail jewelry. In general, nail treatments are not allowed if they are meant to grow out with the nail, require more than air drying to set and/ or more than simple wiping with nail polish remover to remove.
    - 1. Artificial nails must be removed prior to reporting for duty and the employee will not be permitted to start work until compliance is met.
    - 2. Gel nails are allowable for direct patient care employees, excluding Operating Room and Newborn Nursery.
  - ii. *Natural nails*: Fingernails without any artificial covering other than a non-opaque nail polish
    - 1. Must be kept neat, shorter than ¼ inch beyond the fingertip, and any worn polish may not have chips.

### 3.5. Jewelry and Body Art Guidelines

- a. ARH permits employees to display jewelry at the workplace unless where it interferes with the duties of the employee, poses a hazard to the patient or employee, or ARH determines it is offensive or harassing toward co-workers or others.
  - v. Body piercing jewelry including: industrial piercings, studs, nose rings, ear chains, ear gauges of any size, eyebrow rings, tongue studs whether visible or not, piercings in any visible body part except ears are unacceptable.
- b. Jewelry is not to be worn by health care providers and staff working in direct patient care environments, with the exception of wedding bands (not wedding sets with elevation), watches and post pierced earrings. Further, for effective hand hygiene, if wedding bands and watches are worn, they must be clean and removed for appropriate hand-washing. Rings often harbor more than an acceptable level of bacteria after hand hygiene. Rings also put staff and patients at risk for blood borne infections, as they have the potential to scratch and cause holes in gloves.
- c. ARH permits employees to display tattoos at the workplace unless ARH determines it is offensive or harassing toward co-workers or others. ARH will consider the following factors in making this determination:



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- i. Offensiveness to co-workers, patients, patient family members, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature
  - ii. Corporate or societal norms
  - iii. Patient or family member complaints
- d. If ARH determines an employee's jewelry or tattoos may present a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict. ARH promotes an environment of mutual cooperation, respect, and fair and consistent treatment for all employees. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment.

### 3.6 Shoes and Proper Safety Techniques

- a. Studies suggest that SARS-CoV2 could remain infectious on shoes made from plastics, leather, and synthetic materials for several hours – or even a few days.
- b. Employees are recommended to choose one pair of shoes to wear to work, and remove their shoes before entering their home and store them in a separate area, such as a garage or entryway. Wiping down shoes' surfaces with disinfecting wipes is also recommended.

### 3.7 Special Circumstances

- a. Costumes, holiday specific outfits, or other special event outfits are acceptable for predetermined special occasions/holidays upon pre-approval from local Human Resources and CCEOs. Costumes need to be appropriate for the workplace. A start and end date for special occasion and/or promotion apparel must be established.

### 3.8 Identification Badges

- a. All employees are required to wear the photo identification badge issued by ARH. Employees must wear this badge while on duty. The badge must be visible and located above the waist. The employee should return the badge to their manager or Human Resources department at termination of employment.
  - i. Any device used to display the employee identification badge such as: neckbands, pull strap badge holders, pull chains is not to interfere with the duties of the employee or pose a hazard to the patient or employee. (Direct patient care employees must wear break away badge devices.)

### 3.9 General Provisions

- a. Failure to comply with these standards will result in progressive disciplinary action up to and including termination.
- b. ARH will rely on employees to exercise good judgment and will hold its managers accountable for administering the Dress Code Policy with respect to employees who come to work in



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inappropriate apparel and ARH reserves the right to send an employee home without pay to change.

- c. Departments may establish **additional** dress code guidelines as appropriate for their functions with approval from ARH System Human Resources