



<b>Dress Code and Professional Appearance</b>	
<b>Effective Date:</b> 3/21/17 <b>Revised Date:</b> 3/2/18	<b>Replaces Policy:</b> MHS: Policy 25, Non-Clinical Personal Appearance/Dress Code; All Clinical Personal Appearance/Dress Code PVHS: HR-58, Dress Code UCH: Professional Appearance
	<b>Policy Owner:</b> HR Policy Committee

**Introduction:**

University of Colorado Health (UCHealth) has a vital interest in maintaining a safe, healthy and professional environment for its employees and the public. Professional appearance and proper dress complements the quality, safe and service-focused care that we provide to our patients. Patient and family confidence is enhanced when staff are professionally attired and clearly identified. This policy is best applied proactively as a tool to help staff make good apparel choices and to consistently look their professional best. Staff is encouraged to review the guidelines or seek help from their managers in advance if they have questions about appropriate attire.

**Scope:**

View the [UCHealth Policy Scope Statement](#) to see where this policy applies.

The purpose of the policy is to provide general guidance and standards of professional appearance for employees, managers, contractors, volunteers and others who provide services at a UCHealth facility. These standards apply to all staff members who are working, serving as an agent of UCHealth, conducting any UCHealth business and/or present on the grounds of UCHealth. No dress code can cover all contingencies, so a certain amount of judgment in selecting clothing should be exercised by individuals. If staff experience uncertainty about acceptable, professional business casual attire for work, consult your supervisor or Human Resources.

Department leadership may authorize more restrictive guidelines as they deem necessary in their work environment.

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**Policy Details:**

**I. General Standards:** Specific job function and department needs may determine acceptable attire. Definitions of acceptable attire for clinical wear, uniform wear, business casual or business attire is provided below. Specific requirements for clinical wear are detailed in Attachment A. Below are general standards applicable to employees in all departments. Exceptions will be reviewed on an individual basis; additionally, any other exceptions can be approved by the local CEO **and** HR executive.

- A. Clothing:** Clothing should fit properly, be clean, pressed, in good condition, and of a length and style that does not interfere in performing job duties.
  - 1. Slacks, Pants, and Suit Pants**
    - a.** Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, professional synthetic pants and capris are acceptable. Inappropriate items include, but are not limited to: denim, sweatpants, exercise pants, shorts of any kind, bib overalls, and any spandex or other form-fitting pants such as those worn for biking.
    - b.** Any tops that are worn with leggings must fall to mid-thigh level and be appropriate for a business environment in regards to coverage, material thickness, and garment length.
  - 2. Skirts, Dresses, and Skirted Suits**
    - a.** Business casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length and split hems should be at a length at which you can sit comfortably in public and not be revealing. Any clothing that is short, tight, and overly revealing is inappropriate for the workplace. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the workplace.
  - 3. Shirts, Tops, Blouses and Jackets**
    - a.** Business casual shirts, dress shirts, sweaters, tops, golf-type/polo shirts, and turtlenecks are acceptable attire for work. Suit jackets and sport jackets are acceptable attire for the office. Inappropriate attire



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guidelines and regulatory requirements. Badges need to be easily read by patients and should not be covered by items that obstruct legibility of names and/or photographs. In areas where lanyards might present a safety risk to staff, badges should be clipped to belts, collars or lapels.

**10. Hygiene**

- a. Employees must exhibit good personal hygiene at all times. This means clean nails, teeth, hair, shoes, body, and clothes.
- b. Fingernails should be kept clean and of an appropriate length. For clinical areas, nails should be kept short for safety purposes. Artificial nails and nails with decal are prohibited to those providing direct patient care.
- c. Employees must remain free of odors or scents that might be offensive or unhealthy to others, including, but not limited to, cigarette smoke, body odor, bad breath and excessive use of perfume or cologne. Staff providing direct patient care are not permitted to wear fragrances.

**II. Accountability:** This policy applies to staff working in all jobs and all departments. Staff members are responsible for their personal appearance in the work place and for learning and abiding by this policy. Management staff is responsible for communicating, interpreting and adhering to this policy. Department leadership will determine appropriateness of attire and appearance for their departments. Employees who fail to adhere to the policy may be asked to leave the campus to correct the violation and will not be compensated for time away from work. If an employee repeatedly violates the policy, the employee will be disciplined, up to and including termination.

**III. Accommodations:** When an employee requests a dress or grooming accommodation for religious reasons, the employee should notify Human Resources.

**Definitions:**

"**Appropriately fitting**" refers to clothing that is not too tight, not too loose and not too revealing.

"**Staff**" refers to employees, managers, contractors, volunteers and others who provide services at any UCHealth facility. This includes physicians, house staff, students, agency personnel, temporary workers, student workers, vendors and contractors providing services in UCHealth patient care or public areas.

"**Clinical wear**" refers to clinical uniforms and/or lab coats. Clinical wear is worn by staff members who provide direct patient care. *See Attachment A for specific requirements.*

"**Uniform wear**" refers to non-clinical staff who wear uniforms. Examples of this group of staff include Security, Environmental Services, Food Service, Engineering Services, etc.

**References:** None.

**Related Policies:** To be completed after all policies are revised.

### **Attachment A: Clinical Wear Guidelines and Ordering Process**

As noted in the policy, staff providing direct patient care are required to wear clinical uniforms, scrubs, and/or lab coats. Employees are permitted to wear shirts underneath scrub tops. These shirts must be solid white, black or gray and be free from any designs or writing. Scrub jackets are permitted if they conform with the appropriate color and embroidery; however, other jackets are not permitted for infection control concerns (i.e. fleece jackets or vests or similar).

Direct care providers who are required to wear scrubs are required to order appropriate colored scrubs via the Medline website [www.suitestyles.com](http://www.suitestyles.com). Lab coats and scrub jackets should also be ordered through Medline to ensure the appropriate logo and embroidery. A list of employee categories and associated colors is located at the bottom of this document.

#### **I. Requirements**

- A.** Employees required to wear scrubs for their jobs will be issued a credit to their scrub account with Medline. Employees must order and wear the approved/appropriate color for their designated role(s).
  - 1. Employees should consult their supervisor to determine if scrubs are required for their role.
  - 2. Mixing/coordinating of scrub colors is not permitted. Scrubs must be solid, matching colors for tops and bottoms (exception for UCHA employees: Black scrub pants are permitted).
  - 3. All scrubs must be ordered new from Medline.
  - 4. Employees will receive a credit on the Medline ordering site. The credit amount will be based on the employee's full-time, part-time, or flex status.

#### **II. Current and New Employees**

- A.** All current employees required to wear scrubs will be expected to discontinue the use and wearing of old scrubs and to wear new scrubs by May 15, 2014.
  - 1. New employees will have two (2) weeks from date of hire to order the appropriate scrubs for their position. While waiting for new scrubs to arrive, new employees are required to wear the appropriate color designated for their position, without logo or embroidery.
  - 2. By the 4<sup>th</sup> week of employment, employees must be in appropriate scrub attire. Employees who fail to order scrubs in a timely manner will be in violation of the *Dress Code and Professional Appearance* policy.

#### **III. Ordering Process**

- A.** Employees will log into the Medline website at [www.suitestyles.com](http://www.suitestyles.com). Employees may order scrubs in any quantity desired; however, if their credit amount is exceeded, they will be required to pay the difference with a credit card. If an

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employee does not use their entire credit amount, the credit balance will be forfeited within 60 days of order. No refunds or credits will be carried forward. Exceptions will be made for employees on an approved Leave of Absence.

- 1. Employees will be permitted to order additional scrub pieces (such as scrub jackets, etc.) but these pieces must conform to the approved/assigned colors.
- 2. All extra pieces must have the approved embroidery and title and may only be purchased via [www.suitestyles.com](http://www.suitestyles.com).
- B. Annually, employees will receive a new credit in order to refresh and order new scrubs(s). If the employee does not use this credit within 30 days, the credit is forfeited.
- C. If an employee changes their FTE, once Lawson has been updated, the employee credit amount will reflect the appropriate amount.
- D. It is the responsibility of the individual department to accurately reflect employee FTE in Lawson.
- E. An accurate employee list will be maintained in Lawson by the Human Resources Department. Weekly updates will be sent to Medline by each site Human Resources Department.
- F. Employee credits for scrubs cannot be transferred to another employee.

**IV. Miscellaneous:**

- A. Upon termination from UCHealth, employees have the option of giving their scrubs to other staff who might be interested in using them, or by donating scrubs to the various scrub donation locations
- B. The wearing of UCHealth scrubs in other organizations is not permitted.
- C. UCHealth logo apparel, including holiday gifts such as t-shirts and fleece, are not to be worn over scrubs at any time.
- D. Please see FAQs on your hospital's Intranet for further information.

Employee Category	Scrub color
<b>Nurses</b> , including registered nurses and licensed practical nurses	Navy Blue
<b>Clinical Professionals</b> , including pharmacists, respiratory therapists, imaging technologists, technologists and physician assistants, etc.	Gray
<b>Rehabilitation Professionals</b> , including physical therapists, occupational therapists, physical therapy assistants, certified occupational therapy assistants, speech therapists, music therapists and rehabilitation aides	Caribbean Blue
<b>Clinical Support Staff</b> , including medical assistants, patient care technicians, certified nursing assistants, nursing assistants, unit clerks (excluding Central), pharmacy technicians, monitor technicians, technicians, advanced care partners, ancillary health technicians, etc.	Wine
<b>Patient Access Representatives (PARs)</b> (Central only)	Black polo/button-up shirt
<b>Procedural and Peri-operative Services Employees</b> , will get scrubs through their current on-site scrubs process	Jade Green

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