



Subject: Dress Code

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File: Human Resources – 118

July 1, 2007

July 1, 2008

Sept. 1, 2012

Sept. 23, 2013

July 1, 2014

Nov. 17, 2014

Oct. 1, 2015

Feb. 1, 2017

POLICY

Personal appearance is an indication of attitude toward work and it directly affects the image patients and visitors have of the hospitals of Heritage Valley Health System (Heritage Valley). By instituting and committing to specific requirements of appearance, we promote our quality philosophy and present a professional image for the hospitals of Heritage Valley.

The purpose of this policy is to:

- A. Ensure customers are presented with a consistent, professional appearance;
- B. Meet infection control, safety and regulatory standards;
- C. Assist patients, visitors, physicians and others in identifying employees.

Requirements

The following requirements apply to all employees, students, volunteers and contracted staff when they are in the Heritage Valley work environment.

1. Personal Grooming and Hygiene:

Hairstyles shall be neat and well groomed. Hair is constrained when giving direct patient care and/or when it presents a safety hazard or health risk. Hair color must be of a natural type color. Extremes in style or color are not acceptable.

Beards and mustaches shall be neatly trimmed and clean.

Makeup shall be complimentary to natural color and is worn in moderation.



Perfume, cologne, after-shave and other scented products should only be used sparingly so as not to offend others. **Such products should not be used at all when providing patient care.**

Particular attention shall be paid to personal hygiene; and deodorant or antiperspirant will be worn. Offensive odors including the smell of cigarette smoke shall not be tolerated. Chewing gum, drinking a beverage or eating food is not acceptable when providing patient care, customer service or in view of customers.

Fingernails shall be kept clean, well groomed and at an appropriate and safe length. Nail polish, if worn, is a moderate color.

Natural fingernails shall be defined as natural nails without an artificial covering other than nail polish or natural hardener and should be less than ¼ inch in length. Artificial fingernails are defined as any material applied to the nail for the purposes of strengthening or lengthening nails including, but not limited to:

| | |
|----------------------|-----------------------------------|
| Acrylics | Nail piercing jewelry of any kind |
| Any raised appliqués | Tips |
| Gel Extensions | Wraps |

Artificial nails shall be prohibited to be worn by:

- Employees who perform direct patient care
- Food service workers who directly handle food

2. Dress:

Clothing/uniform shall be clean, pressed, in good repair, and of the appropriate size and length.

Jeans of any color, unless approved and appropriate for work, such as in maintenance, or information systems during installation, etc., are not acceptable.

Sweatpants, sweatshirts, tee shirts, Capri/crop pants, shorts, leggings and stretch pants, sheer, tight or revealing garments are not acceptable.

Socks or stockings/hosiery shall be worn at all times.

Undergarments must be worn and are not noticeably visible through clothing/uniforms.

Shoes shall be clean, in good repair and of a style appropriate to the task. Sandals and shoes which flop are unsafe and unacceptable.

Jewelry may be worn that does not impair the ability to perform the assigned task, is not visually offensive, or does not present a hazard to the employee or the patient. Exposed body piercing jewelry (i.e., eyebrow, lip, nose, tongue, etc.) should be removed.



Tattoo(s) should not be visible. Every effort should be made to conceal visible tattoos with clothing, gloves, makeup or other appropriate means while remaining in compliance with infection control standards.

Hospital-issued ceil blue scrubs shall be distributed and worn by employees only in Departments as designated by the Hospital.

Dress and appearance standards, shall be consistent with this policy (Addendum A) and appropriate for the work performed. Any exceptions to this policy require approval by administration and human resources. Department managers/supervisors are responsible for communicating and enforcing this policy. HVHS will provide three (3) sets of uniforms for full time employees and two (2) sets of uniforms for part time employees (PT1, PT2 and Casual/PRN) annually.

3. Employee Identification Badges

A photo ID badge shall be worn at all times and on the outermost layer of clothing above the waist with the picture visible. Altering photo ID badges in any manner is prohibited. Stickers /pins are not attached to the badge. Failure to exhibit badges or other HVHS required identification may result in removal from their work assignment until such time as the employee locates or replaces their identification.

Replacement badges for those that have been lost or stolen will be charged a fee to be paid by the employee. Replacement badges for those that are broken, or due to department, name or title changes, will be issued at no cost to the employee as long as the original badge is returned to Human Resources.

Non-Compliance

Failure to follow the dress code policy may result in the employee being removed from work and directed to return to work in proper uniform. Under such circumstances, the employee will not be compensated for any time away from work in accordance with applicable laws.

Based on CDC guidelines and recommendations and, due to the significant increased risk of infection to patients from employees who wear artificial nails in violation of the policy, such employee may be removed from work and suspended pending the removal of any nails worn not in conjunction with the restrictions named herein. Repeated violation of the artificial nail regulations may result in termination of employment.

The Hospital reserves the right to determine the appropriateness of employee attire and appearance. Continued failure to comply with this policy may result in immediate corrective action, up to and including termination of employment



Subject: Dress Code

Policy No. HR-118

Bruce E. Edwards
Vice President, Human Resources

Norman F. Mitry
President and CEO



DRESS CODE ADDENDUM
HUMAN RESOURCES POLICY 118

The following colors shall be established for the Job Classifications listed:

| JOB TITLES | SCRUB PANTS | SCRUB TOPS | UNDER-SHIRT* | JACKET |
|---|---------------------------|------------------------------|-------------------------------------|-----------------------|
| Registered Nurses | Hunter Green or White | Hunter Green or White | White, Black or Hunter Green | Hunter Green or White |
| Patient Care Associates | Khaki | Khaki | White, Black, Hunter Green or Khaki | Khaki |
| Phlebotomy | Black | White or Black | White or Black | White or Black |
| Registration | Black (employee supplied) | White blouse (HVHS supplied) | N/A | N/A |
| Escorts | Seaspray Green | Seaspray Green | White, Black or Seaspray Green | Seaspray Green |
| Physical Therapy Occupational Therapy /Speech Therapy | Khaki (employee supplied) | Black Polo shirts | N/A | N/A |
| Environmental Services | Midnight Blue | Charcoal | White, Black or Charcoal | Charcoal |
| Respiratory Therapists | Peacock | Peacock | White, Black or Peacock | Peacock |
| Cardiology | Wine | Wine | White, Black or Wine | Wine |
| Radiology | Wine | Wine | White, Black or Wine | Wine |
| Monitor Techs | Black | Raspberry | White, Black or Raspberry | Raspberry |
| Unit Clerks | Khaki | Raspberry | White, Black or Raspberry | Raspberry |
| Materials Techs | Charcoal | Charcoal | White, Black or Charcoal | Charcoal |
| Pharmacy | Brown | Brown | White, Black or Brown | Brown |
| Sterile Processing Tech | Caribbean Blue | Caribbean Blue | White, Black or Caribbean Blue | Caribbean Blue |

FAMILY PRACTICE/FAMILY PLANNING

| | | | | |
|-------------------------|-----------------------|-----------------------|-------------------------------------|-----------------------|
| Registered Nurses | Hunter Green or White | Hunter Green or White | White, Black or Hunter Green | Hunter Green or White |
| Clinical – Non-RN | Khaki | Khaki | Khaki, White, Black or Hunter Green | Khaki |
| Non-Clinical - Clerical | Black | White | N/A | White |



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|-------------------|--------------------|-------------------|---------------------|---------------|
|-------------------|--------------------|-------------------|---------------------|---------------|

WOMEN'S HEALTH

| | | | | |
|--------------------------------|---------------|------|----------------------|------|
| All staff except Ultrasound | Pink or White | Pink | Pink or White | Pink |
| Ultrasound | Wine | Wine | White, Black or Wine | Wine |

DIETETICS

| | | | | |
|--------------|------------------------------|--|--|--|
| Host/Hostess | Supplied by department | | | |
| Cooks | Ordered from Uniforms USA | | | |

Only employees in designated job titles may wear scrubs and must adhere to the colors as outlined. Department managers/supervisors are responsible for communicating and enforcing the Dress Code policy.

***Shirts worn under scrub tops must be solid in color (i.e., no lace, leopard print, etc.)**