

## POLICIES & PROCEDURES

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Authorized By	Date Established <b>05/98</b>	Date Revised <b>05/2018</b>

### *I. POLICY*

All NorthShore University HealthSystem (NorthShore) employees must maintain a professional appearance that is appropriate for the workplace setting and for the work being performed, including personal hygiene.

### *II. SCOPE*

This policy applies to all NorthShore employees.

### *III. PROCEDURE*

A. Certain positions may be required to meet specific dress (e.g., uniforms) or grooming (e.g., nails and hair) standards and/or to comply with universal precaution standards. All managers will review these expectations with applicants and employees.

- Employees who are in direct patient care roles are required to wear uniforms issued by NorthShore while engaging in any work-related activities. For non-patient care roles, employees should speak with the manager about appropriate department attire.
- If required, employees may wear only approved uniforms, scrubs, lab coats, uniform jackets, smocks or polo shirts in the performance of their duties. Employees are expected to present a clean, neat, and professional appearance when starting every shift. Uniforms must be clean, hemmed, wrinkle free, and in good condition. Shirts worn under uniform tops must be plain white with no other colors or writing. Non-visible shirts may be of any color. Employees are responsible for purchasing replacement uniforms.
- NorthShore uniforms are intended to be worn for work purposes only.
- Disposable masks, head and foot coverings and gowns must be removed and properly disposed of prior to leaving clinical or work areas. Clean over gowns, scrubs, and disposable apparel may only be worn as required by department policy. Patient gowns may not be worn by employees.

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## B. Identification Badges

- All employees issued a NorthShore identification (ID) badge must wear the ID badge during work time. The ID badge must be visible and worn above the waist, unless patient care dictates otherwise. No stickers, pins (i.e., Service Values Award pins) or modification/altercation of any kind may be made to the NorthShore ID badge. However, employees may display work-related pins on the blue card behind their ID badge. A \$10 replacement fee will be assessed for all replacement ID badges.

## C. Dress Attire

- Although not all employees have personal contact with customers, they are still visible in the lobby, employee dining rooms, gift shops or in their work area when customers visit. Therefore, it is important that a professional atmosphere is maintained in all locations. The following guidelines should be follows:
  - 1) Clothing should be clean, neatly pressed, of the appropriate size and length, and appropriate for the area of work. No clothing should be torn, frayed or faded.
  - 2) Each department will define the proper working attire for their area. Proper working attire may be defined as one or more of the following categories:
    - Department designated uniforms
    - Appropriate business attire for the workplace setting
  - 3) Following are examples of items that should never be worn because they do not promote a professional appearance:
    - Sweat suits of any type
    - Shorts
    - Sports apparel (i.e., t-shirts, sweatshirts or hats with or without printed messages, pictures/images or logos not associated with NorthShore functions)
    - Halter tops, bare midriffs, crop tops, tank tops
    - Low-cut clothing and clothing that is transparent on any part of the garment
    - Unsafe footwear
    - Lack of proper undergarments
    - Clothing containing profanity or other inappropriate language
    - Non-NorthShore-related novelty buttons/pins

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D. All employees must follow all reasonable personal hygiene and grooming standards, including regular bathing and the use of deodorant. Personal fragrance products (fragrances, colognes, lotions, powders, and other similar products) are not permitted to be worn by employees who work in a hospital setting and/or who provide patient care due to the sensitivity (allergy, illness) of employees and patients.

In non-patient care areas and other NorthShore entities, management reserves the right to have a fragrance-free workplace if employees and/or visitors have sensitivity and/or allergic reactions to fragrance products.

E. Hair

- Hairstyles must promote a professional appearance for a health care setting. Hair must be neat and clean. Facial hair should be appropriately trimmed and groomed.
- Head covering may only be worn if approved by department or as religious custom dictates.

F. Fingernail care for all healthcare workers who have patient contact or who handle patient care equipment:

- Nails should be clean, well-manicured and of short or moderate length.
- Artificial nails or nail coverings (e.g., any prosthetic nail, silk/linen wraps, acrylic gel on tips and nails) are prohibited.
- Nail polish may be worn as long as it is in good repair.

G. Jewelry and Body Piercings

- Jewelry should not be excessive, offensive and should not interfere with patient and/or employee safety.
- Earrings must be small or moderately sized and should not be a distraction. No other visible pierced jewelry or body adornments are allowed including, lobe expanders and tongue studs. A small, discrete stud that is flush with the skin is permissible. Nose rings that are worn to represent religious beliefs are permissible upon confirmation with the manager that the nose ring is required.

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## H. Tattoos / Body Art

- Department Heads have the discretion to ask that tattoos and other body art be covered while working with patients, visitors and other employees to maintain a professional appearance and work environment.
- Employees working on nursing units and interacting with patients and visitors must cover their tattoos while on duty.

## I. Footwear

- Employees shall wear footwear appropriate for their type of work. Shoes must be clean and in good condition.
- Open-toed shoes (e.g., summer shoes or sandals) or shoes with holes/openings on the surface (e.g., Crocs with holes) may not be worn by employees who work at any time in areas with the potential for blood borne pathogen exposure. This includes, but is not limited to, any and all patient care areas as well as clinical laboratories. Footwear must be appropriate from a health and safety standard for the type of work the employee performs.

## J. Uniform Allergies

- Employees must provide evidence in the form of a physician letter to Employee Health Services of an allergy to the fabric of a uniform, scrubs, or lab coat. Employee Health Services will confirm the allergy and notify the department manager and NorthShore will provide employees with 100% cotton uniforms, scrubs, or lab coat if an allergy to the standard fabric has been confirmed.

## K. Considerations for Religious Clothing Restrictions

- Exceptions to the Personal Appearance policy may be made where required to accommodate sincerely held religious beliefs. Employees should contact the manager so that appropriate accommodations can be made.

L. Managers have the responsibility for counseling employees should they fail to follow the guidelines of this policy.

M. Repeated violations of this policy may lead to corrective action up to and including termination.