

REGIONS HOSPITAL

POLICY/PROCEDURE	Page 1 of 3
Subject:	No. 60:10:04
DRESS CODE	Effective Date 01/01/04
ISSUED BY: Human Resources	DATE: 01/01/04
	Supersedes No. 60:10:04 Dated:08/01/00

SCOPE:

This policy applies to all individuals working on the premises of Regions Hospital.

POLICY:

Every employee and volunteer is representative of Regions Hospital. Employees and volunteers must project a professional and positive image to patients, visitors, and fellow employees. Employees and volunteers should present a good appearance, including good personal grooming and hygiene, appropriate dress for the work being performed, and by wearing proper Hospital identification. Enforcement of this policy is the responsibility of each department manager with consultation Human Resources.

PROCEDURE:

1. Dress Guidelines:

- 1.1 Clothing shall be appropriate to the department. Clothing should fit comfortably, allowing full range of mobility without being tight, overly loose or revealing.
- 1.2 Clothing shall be clean, well pressed, and in good repair.
- 1.3 Lab coats or scrub suits provided by the Hospital shall be clean and not worn to or from the premises because of infection control purposes.
- 1.4 Lab coats and scrub suits without logos or with approved HealthPartners Logos shall be permitted.
- 1.5 Scrubs/uniforms and head attire, where worn, shall be the responsibility of the department manager as to color, color combinations and style, so that inter-departmental coordination may be achieved.
- 1.6 Colored undergarments are not to be worn if revealing through outer dress or uniform.
- 1.7 Footwear shall be clean, in good repair, providing for adequate safety, and appropriate to the department's needs.
- 1.8 Regions Hospital nametags provided by the Hospital shall be worn at all times during working hours

2. Head Attire Guidelines:

- 2.1 Employees who are required by their religion to wear head attire may do so provided:
 - The head attire does not violate any safety or infection control policies, standards or guidelines and;
 - The head attire is clean and in good condition and;
 - The head attire does not interfere with the performance of the employee's job duties.

REGIONS HOSPITAL

POLICY/PROCEDURE	Page 2 of 3
Subject:	No. 60:10:04
DRESS CODE	Effective Date 01/01/04

3. Grooming Guidelines:

- 3.1 Good personal hygiene, regular bathing, good oral hygiene, and effective deodorant are utilized.
- 3.2 Cosmetics and makeup shall be simple and appropriate.
- 3.3 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. **Smoke odors are prohibited.**
- 3.4 Hair shall be neat, clean, of a safe length and of a naturally occurring color, (i.e. not purple). Beards and mustaches must be kept neat and groomed.
- 3.5 Artificial nails are prohibited from being worn by any direct patient care staff. Fingernails are to be kept clean and neatly trimmed and of an appropriate length and color to perform job duties.

4. Jewelry and Body Art Guidelines:

- 4.1 Excessive or inappropriate jewelry or body piercing is not permitted. Jewelry or body piercing should not interfere with direct patient care or other on-duty responsibilities.
- 4.2 Excessive or inappropriate body art as defined by departments needs to be covered while on duty.

5. Special Occasions and Exceptions:

- 5.1 Costumes, holiday specific outfits or other special event outfits are acceptable for predetermined special occasions/holidays upon pre-approval from department managers.
- 5.2 Any staff member may change into hospital owned and laundered scrubs in the event their routine uniform becomes saturated with blood or body fluids.
- 5.3 Departments may establish additional dress code guidelines as appropriate for their functions.

6. The following items of dress are not allowed:

- 6.1 Shorts or denim jeans, exercise wear, Spandex, Lycra and low cut, sheer or revealing clothing, such as halter/tube tops or midriff blouses are not to be worn.
- 6.2 Open toe shoes or sandals cannot be worn by patient care, clinical, materials services, maintenance, housekeeping staff or as defined by individual departments. Socks or stockings should be worn in these areas.
- 6.3 Clothing with advertising logos, obscene logos, obscene pictures, obscene language or logos promoting alcohol, tobacco, or drug products.
- 6.4 Lapel buttons/pins with political or controversial messages are not permitted, while on duty.

REGIONS HOSPITAL

POLICY/PROCEDURE	Page 3 of 3
Subject:	No. 60:10:04
DRESS CODE	Effective Date 01/01/04

Should an employee fail to comply with the dress code guidelines, he/she may be sent home without pay to correct the problem and will be coached on the dress code guidelines. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

Employees who have questions regarding the dress code guidelines are encouraged to discuss them with their supervisor.