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### **PURPOSE:**

The professional appearance and conduct of our employees and contingent workforce are important parts of the experience for patients, their families and visitors in clinical and nonclinical areas. Dress guidelines help Sierra View Medical Center employees and contingent workforce with expectations concerning professional appearance. This helps to ensure that our patients feel welcomed, respected, comfortable and safe. This policy provides expectations and guidelines for dress and personal appearance for employees and contingent workforce, and other individuals working at Sierra View Medical Center.

### **POLICY:**

All individuals working at Sierra View Medical Center affect the overall image with patients, visitors, and the community. In as much, individuals are required to present a professional healthcare appearance and dress according to the requirements of this policy as well as adhere to their department-specific or job-specific dress standards.

Sierra View Medical Center has established the following criteria for personal appearance. These criteria are for meeting our customers' and the community's expectations and the image of what they expect of healthcare providers and administrative department personnel. Although not all examples can be presented within the text of this policy, some specific examples are presented for your information.

**AFFECTED PERSONNEL/AREAS: ALL EMPLOYEES**

**RESIDENTS: REFER TO YOUR SPECIFIC GME RESIDENCY POLICIES**

### **PROCEDURE:**

The following applies while at work and while representing Sierra View Medical Center at any function:

- a. Employees and contract staff are required to wear the official Sierra View Medical Center ID badge at all times while on duty. The ID badge must be worn so that the picture and name can be seen and must be chest high or above. No marks, stickers (other than flu vaccine compliance), etc., may be on the badge; it must include a current picture and not be faded or worn. If an employee or contingent workforce member is visiting Sierra View Medical Center while not on duty, they are not to wear their ID badge, nor represent that they are on duty; they may not perform any work.
- b. **APPROPRIATE ATTIRE:** Must be neat, clean, appropriately fitting, matched and coordinated and have a professional or business-like appearance. Sleeveless dresses or

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blouses are appropriate as long as it is business professional and the shoulders are covered. Fabric and fit of all clothing must project a professional image. Scrubs must be appropriately fitting as well, neither too large nor too tight; pants may not touch the ground. Scrubs or jackets branded with another organization name or logo (including health care or a hospital) are prohibited.

- 1. INAPPROPRIATE ATTIRE:** Here are some examples of inappropriate attire: Revealing or see-through clothes showing cleavage or undergarments, excessively baggy clothing, sun-dresses, inappropriate length dresses or mini-skirts with hem lines shorter than 3 inches above the knee, bare-back dresses, halter tops, tank tops, t-shirts, casual denim or jeans, leggings, unprofessional capri pants, cargo pants, shorts or walking-shorts, army fatigue-print clothing, and thong/flip-flop sandals (even with back straps) are some examples of inappropriate attire. T-Shirts/Tops that expose chest hair are not allowed. “Hoodies” or hooded jackets of any kind are not permitted. Department jackets are to be approved by the department manager.
- 2. HATS/NURSING CAPS:** Those employees who work in departments that are exposed to the outside elements may wear hats (EVS, Engineering, Grounds, and Material’s Management). Nursing caps/wraps are allowed for surgical services and other departments if professional and appropriate for their role. Head coverings for a personal medical or religious purpose are to be referred to the Human Resources Department.
- 3. TATTOOS:** With the exception of the front neck area above the collar line and the face, tattoos may be visible if the images or words do not convey violence, discrimination, profanity or sexually explicit content. Tattoos containing such messages must be covered with bandages, clothing, or cosmetics. Sierra View Medical Center reserves the right to require any “objectionable” tattoos be covered at work.
- 4. HICKEYS:** Hickeys can be considered offensive, unprofessional and distracting in nature, and must be covered by clothing or band aids.
- 5. JEWELERY:** Excessive jewelry and watches that may affect safe patient care or violate infection control standards, multiple ear piercings or body piercings (except for a pin-size nose adornment) are not allowed. Ear expanders must be plugged with a flesh color plug. Clear retainers are appropriate to maintain piercing.
- 6. SHOES:** Shoes are to be appropriate for the position and must be clean, in good repair, and meet the safety of Sierra View Medical Center’s environment. Tennis shoes are

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acceptable based on appropriateness for the position. Tennis shoes must be clean and tidy, not torn or frayed. Open-toed shoes may not be worn in patient care areas by those providing direct patient care. Socks are to be worn as appropriate for the position, (i.e. with Croc-type shoes that have holes). Closed toe shoes are required in the patient care areas and other areas in which safety requires closed toe shoes. Sandals or open-toed shoes are acceptable when safety does not dictate otherwise. Tennis shoes are appropriate if they apply to the position. Rain boots and Birkenstock shoes are not allowed. Flip-flops, thong shoes or locker-room sandals are not acceptable. High heels greater than three (3) inches and platform shoes are not safe in our work environment at Sierra View Medical Center and may not be worn.

7. **HAIR:** Hair is to be kept neat and clean. Employees with long hair who have direct patient contact or work with food or machinery must have their hair pinned up off the shoulders, secured at the nape of the neck, or secured in a hair net. Braids, locks and twists are allowed and must be secured. Beards, mustaches and sideburns must be clean and neat at all times and at a length that will not create a work-related safety hazard. Glitter in hair is not allowed and is a violation of the infection prevention guidelines.
8. **PERFUME, COLOGNE AND FRAGRANCE:** will be light and restricted to use in non-patient care areas only.
9. **PERSONAL HYGIENE:** Employees are expected to maintain a high standard of cleanliness, oral hygiene and deodorant.
10. **MAKE-UP:** Be in moderation and good taste and professional. Body glitter is not allowed. Dietary staff may not wear false/fake eyelashes.
11. **FINGERNAILS:** Employees who have direct contact with patients (those employees who touch patients as a part of their job description) and those indirectly involved in patient care, such as Pharmacy, Housekeeping, Laboratory, and Sterile Processing must comply with the following guidelines. Some departments (i.e. Food and Nutrition Services) may have specific requirements that vary:
  - Nails must be kept clean, short and natural.
  - Artificial nails, acrylics or other artificial materials (including nail jewelry) applied over the nails are prohibited. These are dried grinded nail products (acrylics or gels).

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- Nail or Gel Polish is permissible in most areas if used in good taste, with non-shocking colors or decor, and is maintained without chips or cracks. Polish is not allowed in Food and Nutrition Services.
- Nails should not be visible when holding the palm side of the hand up.

Non-direct caregivers (those employees without “hands on” patient contact) must comply, as follows:

- Nails (including artificial) must be kept clean and neatly trimmed or filed.
- Short nail length is defined as the white nail tip not greater than 1/4 inch.
- Polish is permissible if used in good taste, with non-shocking colors or decor, and is maintained without chips or cracks.

12. **UNIFORMS:** Employees who are required to wear certain uniform-type attire must comply with the requirements set forth by their department head or Sierra View Medical Center, within the following guidelines: attire limited to a general color of fabric (i.e., dark, solid colors), business style jackets/blazers, white shirts/blouses, and/or black shoes.
13. **MEETINGS/CLASSES:** Employees attending Sierra View Medical Center staff meetings and or classes on Sierra View Medical Center premises may wear casual but not inappropriate attire. For example, It would be inappropriate to wear shorts, gym wear including yoga pants and leggings, tank tops, nor anything similar. Jeans are appropriate as long as they are not frayed and torn. Employees must be modestly dressed. Employees attending off-site classes or other meetings as a requirement by Sierra View Medical Center, are to wear office-casual attire, scrubs, or street clothes in good taste.
14. **VOLUNTEERS/STUDENTS:** Volunteers and students are subject to follow these dress code guidelines as well as identifying emblem on smock, shirts or jacket based on their academic institution or volunteer program (SVMC League).
15. **PROVISION OF SCRUBS**– SVMC-rented scrub attire or protective clothing is provided to prevent the transmission of pathogens. Therefore, these articles of clothing are to be removed prior to leaving the facility and will be disposed of per policy or sent to the laundry. The following work areas will be supplied with scrubs:
  1. “Clean” Work Areas – Employees working in designated “clean” work areas will be provided scrubs mainly for the protection of the patient. Clean work areas include: Surgery, Post Anesthesia Care Unit (PACU), C-Section room and Sterile Processing. Scrubs will also be provided to the personnel working in the decontamination areas for employee protection.

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2. High Risk Areas – Defined as areas that are consistently at high risk for exposure to blood, body fluids or other infectious agents during working hours. Staff working in those areas will be provided with personal protective equipment.

3. Other Risk Areas – Defined as areas that are at high risk when special procedures are performed or caring for specific patient diagnoses. Employees must use personal protective equipment when there is a possibility of contact with blood or body fluids. Staff will be provided with equipment such as disposable gown, gloves, masks, goggles and face shields. Such equipment will be made available on each unit. Examples: Med/Surg, Critical Care, Dialysis, Endoscopy, Radiology, Respiratory Therapy, Physical Therapy, and Emergency Services.

16. **HOLIDAY ATTIRE** – Dress code guidelines must be adhered to, but seasonal attire is allowed as appropriate and if allowed by Administration.

17. **RELIGIOUS DIVERSITY** - “Religious creed,” “religion,” “religious observance,” “religious belief,” and “creed” include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. An individual of his or her religious creed shall construe “Religious dress practice” broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance. An individual of his or her religious creed shall construe “Religious grooming practice” broadly to include all forms of head, facial, and body hair that are part of the observance. Questions that pertain to dress and grooming as it relates to cultural or religious diversity is to be brought to Human Resources attention.

## **ENFORCEMENT RESPONSIBILITIES**

The responsibility to determine the appropriateness of employee appearance and attire and for enforcing uniform/dress code requirements rests with leadership. Employees who fail to follow personal appearance and hygiene guidelines will be sent home without pay and be instructed to return to work in proper form.

SVMC leadership reserves the right to object to attire believed to be unprofessional and not in alignment with the intent of this policy and does not support the culture, mission, vision and values of SVMC. Employees may be subject to progressive disciplinary action for violation of this policy.