



Lourdes Health Network

POLICY/PROCEDURE

FACILITY: LHN
DEPT NO: 01.8650
POLICY NO: 5300.06
DEPARTMENT: Human Resources
TITLE: Dress Regulations and Appearance

POLICY:

Associates must present a professional, business-like appearance that reflects the proficient care and high standards of Lourdes Health Network. Associates work attire should compliment an environment that reflects a faith based efficient, orderly, safe and professionally operated organization.

Immediate supervisors, department directors and managers must communicate and enforce LHN's dress code and their departmental dress code. Counseling of dress code violators should be a first step, corrective measure. In certain situations, if an associate's attire or appearance is judged by the supervisor as inappropriate or to be in noncompliance with this policy, he/she may be sent home. If the associate is sent home, it is to be on unpaid time. Progressive disciplinary steps may be applied where noncompliance continues, up to and including termination.

This policy applies to LHN associates, contract staff, employed medical staff, volunteers, and students, all shifts, all days of the week, and representing LHN off-site when volunteering at events, such as county fairs, safety fairs, etc. Attire consistent with the traditional standard for the event is the exception. This policy does not necessarily apply to associates who are in the hospital during off duty hours.

PROCEDURE:

DRESS REGULATIONS AND APPEARANCE

1. General Requirements

Basic rules of personal hygiene must be maintained for infection control purposes.

Specifically required:

- Clean and properly trimmed fingernails without visible staining or dirt under or around the nails.
- Fingernail length is a clinical and safety issue for employees and patients. In patient

Original Effective Date: 6/1/74

Original Dept.

Human Resources

Administration: 6/74; 4/92

Amburgey & Rubin: 6/04

Infection Control: 6/04

Dir/Mgrs/Sup: 7/04

Dates Revised: 7/74; 2/82; 11/84; 4/92; 11/99; 7/04; 9/08; 12/09

Supersedes: LMC Pol # 5300.20 11/99

LCC Pol # 414.7 11/99

Dates Reviewed: 5/75; 3/77; 4/79; 4/80; 4/81;9/82; 5/83; 11/84;

12/85; 8/86;8/87;9/89;1/92;3/96;3/98;7/06;6/07;5/08



Lourdes Health Network

POLICY/PROCEDURE

FACILITY: LHN
DEPT NO: 01.8650
POLICY NO: 5300.06
DEPARTMENT: Human Resources
TITLE: Dress Regulations and Appearance

care areas, the standard for fingernail length is ¼” or less from the end of each finger. The standard for fingernail length for non-patient care areas is ½” or less from the end of each finger.

Under the Infection Control policy, artificial fingernails and extenders are prohibited on associates providing direct patient care per LMC INFECTION CONTROL POLICY.

REFERENCES:

Centers for Disease Control and Prevention. Guideline for Hand Hygiene in Health-Care Settings. *Morbidity and Mortality Weekly Report, October 25th, 2002, Vol. 51, RR-16*

LMC INFECTION CONTROL POLICY: H-3 HAND HYGIENE GUIDELINES

Artificial fingernails and fingernail extenders are prohibited for employees providing direct patient care, (i.e., nursing staff, LIP, MD’s, therapists, sitters, lab staff, dietary staff, x-ray staff, OR staff, etc.)

Artificial fingernails are any material applied to the nail for the purpose of strengthening or lengthening nails to include but not limited to wraps, acrylics, tips, any appliques or other than those made of nail polish.

Natural nail tips shall be maintained at ¼ inch or less from the fingertip for employees providing direct patient care.

Nail polish if worn shall be without cracks or chips.

Hand lotions or creams compatible with current hand hygiene products shall be supplied by the organization.

- Patient care associates are prohibited from bringing personal lotions into the workplace.
- Facial hair shall be neatly trimmed and not to exceed 1 inch.
- Hair shall be neat and well maintained.
- Hair color should not fall outside those shades which can be found naturally (i.e., pink, green, purple, etc. are not acceptable.)
- For direct patient care staff, hair must be tied back and/or worn up when it is more than shoulder length.
- All male associates are expected to wear their hair no longer than shoulder length.
- Proper hygiene shall be maintained to prevent unpleasant body or mouth odors.
- Makeup should be worn in a professional manner; no black lip liner, black nail polish, “gothic look”, etc.



Lourdes Health Network

POLICY/PROCEDURE

FACILITY: LHN
DEPT NO: 01.8650
POLICY NO: 5300.06
DEPARTMENT: Human Resources
TITLE: Dress Regulations and Appearance

Jewelry and Tattoos:

- Tattoos are discouraged. Tattoos should be covered when they can be. When tattoos cannot be covered, they may not be considered offensive; for example they may not be in conflict with LHN's Mission, Vision and Values as determined by LHN.
- Facial jewelry such as ear lobe gauges, eyebrow rings/studs, nose rings and studs, lip and mouth area, rings and studs or tongue studs are not considered appropriate and are not to be worn during work time. (Piercings and tattoos must be completely healed per infection control recommendation. Ears with ear lobe gauge holes must be covered with an approved hat).
- Excessive (more than 2 sets) or larger than 2" earrings are prohibited.
- Associates having contact with patients and/or machinery are to keep jewelry to a minimum for safety reasons.

Fragrances:

- Perfume, cologne, scented lotion after-shave are not acceptable.
- Associates are not to smell of smoke during the work day.

Footwear:

- Footwear must be appropriate for the work area.
- The following are restricted: "flip-flop" style sandals, and bedroom slippers.

Badges:

- Name badges must be worn and fully visible at all times so that patients, visitors, and employees can identify staff and their job title. Reference Personnel Policy 5300-08 #3 Parameters.
- All lanyards must be quick release or break-away design.

Clothing:

All clothing is to be clean, neat, pressed, well maintained, non-revealing and professional in appearance.

Prohibited clothing includes, but is not limited to, the following items for all associates in all departments:

- Sunglasses worn indoors, unless worn for medical reasons.
- Hats, scarves, when used as a head covering unless worn outside. Scarves may be used to tie hair back. Hats and turbans of a religious or cultural nature will be acceptable as well as for associates undergoing medical treatment. Exception: maintenance, facilities and dietary personnel are allowed to wear Lourdes approved hats. Surgery staff may wear scrub hats, nursing staff may wear nursing caps.
- Shirts expressing verbal sentiment or personal expression, i.e., advertisements, cartoon characters, team logos, etc.



Lourdes Health Network

POLICY/PROCEDURE

FACILITY: LHN
DEPT NO: 01.8650
POLICY NO: 5300.06
DEPARTMENT: Human Resources
TITLE: Dress Regulations and Appearance

Prohibited clothing; continued

- Revealing clothing or styles (see-through, low cut, showing cleavage, strapless, halter, spaghetti straps, backless, bare midriff, low rise pants), short skirts, shorts, and casual capris.
- Sweat pants, including "designer" styles.
- Dungarees, overalls, denim attire, jeans, including "designer" jeans, dresses and skirts. Exception: Special announced events and training requirements and approved recreation attire where and when appropriate.
- Leggings, stretch pants or Spandex.
- Any attire or appearance judged to be suggestive, immodest or inappropriate.

2. Specific Uniform Clothing Requirements

a. Uniformed Departments

Specific departments may require employees to wear standard uniforms. These departments include, but are not necessarily limited to: Admitting, Security, Materials Management, Nutritional Services, Maintenance, Engineering and Patient Care Units.

Other individual departments may specify requirements for wearing surgical scrub suits within their work areas.

b. Departmental Dress Codes

Individual departments may have dress code policies specific to their departments that are in accord with this policy. The HR Director should be consulted before the specific department policy is finalized.

An associate reporting to work in violation of this Policy may be instructed by the Director/Manager/Supervisor to return home, without pay, to change, or to make other modifications in attire, grooming, accessories and/or makeup, etc., to comply with these standards.

Note: Administration (Administrative Council) reserves the right to make exceptions to this policy when it deems appropriate.