

The Bellevue Hospital
Human Resources Department
Policy / Procedure: Dress Policy 07.37

POLICY:

It is the policy of The Bellevue Hospital that a professional image be projected by all staff.

PURPOSE:

To project a positive public image while adhering to standards of hygiene, safety and good taste.

GENERAL:

Employees are expected to present a clean and neat appearance and to dress in accordance with acceptable standards. We cannot cover every conceivable question on dress and grooming in a policy. Effective standards should come from your own good judgment. The Bellevue Hospital reserves the right to ask any employee improperly dressed to go home and change clothing or to improve his/her appearance with loss of pay for time absent from work. Continued violations will be handled in accordance with The Bellevue Hospital's disciplinary policy.

DIRECT PATIENT CARE DEPARTMENTS:

Scrub suits are considered professional attire in clinical departments. All scrub suits or lab coats/jackets within a department are to be the same color, selected in consultation with the administrative representative. The Hospital provides and maintains scrubs for the following departments: Surgery, Sterile Processing, and Family Birthing Center. The State Health Department requires wearing and the maintenance of scrubs in Surgery, Sterile Processing, and the Family Birthing Center.

UNIFORM ALLOWANCE:

Dietary, Patient Access, Plant Operations, and Environmental Service Departments will receive a uniform allowance in keeping with annual department budgets. The allowance can only be used to purchase uniform /scrub pants, skirts, tops, and jackets in the approved department color and style. White lab coats are acceptable throughout the hospital.

GENERAL HOSPITAL ATTIRE:

All clothing must be neat, clean, and in good condition. Length of dresses and skirts will be no shorter than 2 inches above the top of the knee. Split skirts are acceptable attire if knee length or below. Shorts, including dress shorts, are not acceptable. Bib overalls are not acceptable.

Dress pants are considered appropriate attire if loose fitting. Leggings, stretch pants and sweatpants are not appropriate. Leggings and stretch pants can be worn with dresses or skirts.

Dresses, blouses and shirts must have sleeves or be worn beneath a jacket and must cover the midriff and chest. Undergarments must be discreet. Print or colored undergarments visible through outer clothing are unacceptable. Dresses, jumpers or skirts made from denim material may be worn if clean, pressed and in good condition. Vendor solicitation and product advertisements are not acceptable on any attire with the exception of TBH logo apparel. Sweat pants with the TBH logo are not permitted. Sweatshirts with the TBH logo are permitted.

Casual attire may be worn to the premises if a change to uniform or scrub suits occurs immediately after arrival.

Casual attire (including denim jeans, shorts, and sweatpants), may be worn by employees participating in non-work related activities, i.e. education or meetings.

Other exceptions to appropriate hospital attire may be designated and announced by Hospital Administration (e.g., sports events, holiday attire).

JEAN DAY FUNDRAISERS:

On days that are designated by Administration to be Jean Day fundraisers, clean and presentable jeans will be acceptable. Jeans should be hemmed at the bottom or cuffed to present a professional appearance. Jeans must be free of holes or tears. Tattered, baggy, skinny, bedazzled or low-riding jeans will not be considered acceptable.

SHOES:

Safety, comfort and appearance are the main consideration for acceptable footwear. Shoes will be kept clean and in good condition.

Dietary, Plant Operations, Environmental Services, and all Direct Patient Care Departments*

No open toe shoes

May wear open heel shoes

Soles and heels of shoes cannot be higher than 2 inches

Hosiery and/or stockings must be worn at all times

*Applies to all who work in these departments, regardless of position held.

Non-Clinical Departments (No direct patient care)

May wear open toe shoes

May wear open heel shoes

Soles and heels of shoes cannot be higher than 3 inches

Hosiery and/or stockings are optional

All Employees

Prohibited footwear includes:

Flip Flops

Beach Sandals

All employees are required to wear hospital identification badges (refer to policy #07.29)

GROOMING AND HYGIENE:

Personal cleanliness, including proper oral hygiene and absence of body odors is a standard for The Bellevue Hospital employment. Hair will be kept clean and neatly styled. Hair longer than shoulder length must be pulled back if the employee is providing direct patient care.

Make-up, jewelry and cologne may be worn in moderation, keeping in mind the comfort, health and well-being for our patients.

Beards, mustaches and sideburns must be kept relatively short, well-trimmed and clean.

FINGERNAILS:

Compliance with The Center for Disease Control and Epidemiology finalized recommendations for fingernails in its "Guideline for Hand Hygiene in Health-Care Settings" document released October 25, 2002 is the basis for the following policy.

Perioperative services (OR, PACU, Sterile Processing), ICU, ER, FBC, Med/Surg, Wound Center, Vein and Body, Sleep Center, Nursing Supervisors, Director of Nursing, Diagnostic Imaging excluding secretary, Cardiopulmonary excluding secretary, Lab excluding secretary,

Rehabilitation Services excluding secretary, Family Health Services, Occupational Health, Pharmacy, Dietary, Environmental Services, and personnel who can be assigned to any of these departments as direct patient care provider:

- Artificial fingernail enhancements are not to be worn. This includes, but is not limited to, artificial nails, tips, wraps, appliqués, acrylics, extenders or anything non-liquid applied to natural nails”.
- Nail polish is allowed but should not be chipped or peeling.
- Natural fingernails are to be less than 1/4”.
- New hires affected by this will have to the end of general orientation to comply.

The Infection Management & Education RN will make a recommendation based on theoretical risk and submit that statement to the Infection Control Committee for final determination for any new job classification. Individual departments may institute additional measures to comply with established standards of care in specialty areas.

ENFORCEMENT:

Ultimately, employees are expected to dress in a manner that conveys professionalism and is appropriate for their position. Directors/Leaders/Supervisors are responsible for the enforcement of the Dress Policy.

Original: 04/2000

Revised: 04/2003, 06/2005, 10/2009, 01/2010, 5/2011, 6/28/2011, 7/6/2011, 8/14/11, 9/22/14, 09/21/17, 01/09/18, 10/19