



Origination: 06/1995
Effective: 09/2018
Last Approved: 09/2018
Last Revised: 09/2018
Next Review: 08/2021
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 HR Operations
Area: Human Resources
Document Types: Procedure

Dress Code

I. COVERAGE:

El Camino Hospital employees, students, interns, contracted and temporary staff independent contractors, volunteers, physicians, any other caregivers, and those otherwise doing business within the hospital in patient care areas and non-patient care areas (described within this policy as "covered personnel").

II. PURPOSE:

It is the purpose of this policy to define the dress and grooming guidelines appropriate to the hospital and medical office environment and further subject to department guidelines. In general, all dress and overall appearance should reflect a professional and trustworthy image to all those who receive care, visit, or have business at or with the hospital. It is further the purpose of this policy to regulate aspects of dress and grooming as related to patient safety, infection control, professional, health, and safety standards, and to assure compliance with state or federal laws and/or any additional department specific requirements.

III. STATEMENT:

El Camino Hospital requires all covered personnel to follow policy and maintain a professional appearance and grooming to patients, co-workers, and the public including maintaining overall compliance regarding appearance, attire, jewelry, hospital identification, skin and nails, cosmetics, and avoidance of perfumes/ colognes or other scented personal care products. All covered personnel must also comply with any related department specific requirements. This policy is applicable to whenever any covered personnel are acting in any official capacity as a representative of El Camino Hospital. Exceptions may be made on a case by case basis for bona fide medical, safety, religious, or cultural reasons.

A. PROCEDURE: General Appearance

It is expected that all covered personnel will present with a clean and well-groomed appearance, and will maintain excellent personal hygiene, and cleanliness (including avoidance of smoke, cooking, or other odors). In accordance with regulatory compliance, health and safety issues and infection control, all covered personnel must be respectful of our patients and clients. Attire must conform to the recognition that El Camino Hospital is a healthcare provider and that we all have responsibility to dress professionally and appropriately for our patients, community and with those to whom we come in contact with during our work.

1. Attire: Clothing/Uniforms/Scrubs should fit properly, be freshly laundered or cleaned, and should not show damage, stains, or excessive wear. Attire should be appropriate for the work that is performed

and for the department/ work area(s). Attire with advertising, large lettering, logos or slogans ("logo wear") is prohibited unless hospital provided or approved in advance. The following is intended as guidelines for determining what is or is not acceptable:

- a. Uniforms and scrubs provided and maintained by El Camino Hospital shall not be worn to and from work, and shall be donned and doffed at the start and end of each shift. Hospital-owned scrubs are provided specifically for personnel working in identified units as defined under policy and department addendums and shall always remain on El Camino Hospital property unless specifically approved otherwise under unusual circumstances by management.
 - b. Pants/Skirts: "Jeans-style" pants and skirts are not permissible unless approved for special occasions by a member of management. Short pants or short skirts are not considered professional attire and are not appropriate work attire.
 - c. Shirts/Jackets: Outside casual or athletic attire including sweatshirts, "jean jackets", T-shirts, midriff/crop or short tops and/or tight fitting or revealing attire are not permissible. Plain t-shirts, in good and clean condition may be worn as a base layer under scrubs or other uniform wear.
 - d. Footwear: All covered personnel must wear footwear appropriate for their role and consistent with infection control and safety requirements:
 - i. Any covered personnel works within a patient care area or performs work including handling or potential contact with blood or body fluids, or who performs work tasks that require entering patient care areas must wear hosiery or socks. In addition, outer footwear must cover the foot with the exception of the heel and must adequately protect covered personnel's safety. Other footwear that is not deemed acceptable includes any shoes with holes in them (whether by intentional design or wear and tear, this includes "Crocs"-style footwear), sandals, or "flip-flops".
 - ii. Covered personnel who do not handle/come into contact with/ or work directly with blood or body fluids, or who performs work related tasks in non-patient care areas are expected to wear footwear that is clean and in good condition and consistent with the purpose of this policy.
 - iii. Departments may specify appropriate types of footwear, in accordance with safety guidelines and requirements, to lessen potential injuries given the hazards inherent in that work environment (i.e., slips and falls or potential foot injuries).
 - e. No hats, sweatshirt hoods, bandannas, sweatbands or headgear, including earphones, auditory media, etc., may be worn unless required for medical, safety, religious or cultural reasons, or as part of a uniform or for work duties, or as otherwise issued by the hospital. Headwear which is required for religious observance must meet and be worn in a manner which meets infection control standards.
 - f. Outerwear: All appropriate sweaters, vests, and jackets worn within patient care areas must be freshly laundered and worn exclusively while on duty.
2. Hair and Facial Hair
- a. Hair shall be worn with a clean, neat and well-groomed appearance, suitable for a professional setting.
 - b. Hair should be pulled back or restrained as appropriate so as not to interfere with patient safety and infection control in the work area.
 - c. Beards, sideburns and moustaches are to be kept neat and trimmed and if appropriate to the

work area, must be covered with a beard or mustache cover so as not to interfere with patient safety, food safety preparation or serving regulations, and as consistent with infection control. Additional requirements, related to "fit testing" and respirator use, may be required of covered personnel under department specific requirements.

d. Note: Hats are discussed in the "Attire" section of this policy.

3. Hospital Identification

- a. All personnel required to wear an El Camino Hospital identification badge in accordance with **Environment of Care Policy**, Identification of Patients, Staff, Vendors & Contractors, including all covered personnel and including others such as students, clinical instructors and bargaining unit representatives) must wear the picture identification badge issued by the Security Department and to follow the policy restrictions as set forth in this section. (See EOC (Safety) [Policies, Access Control](#), and [Identification of Patients, Staff, Vendors & Contractors](#)).
- b. The identification badge must be worn face up, above the waist, and should be clearly visible to patients, covered personnel and visitors.
- c. El Camino Hospital Badges shall not be modified, defaced, or obscured by placing any material over the identification features of the badge. Identification badges that are unreadable or visibly damaged due to wear and tear are to be reported to and replaced by Security.
- d. El Camino Hospital identification badges are to be worn at all times while on duty, including entering and leaving the facility before or after a shift, or while acting in any official capacity requiring the identification badge to be worn. Any covered personnel who refuse to present their identification badge upon request will not be allowed access to the facility until such time that it is presented. Refusal to present or wear an identification badge in a visible location as defined in this section may result in corrective action being taken up to and including termination, or other action such as barring future access to the facility in any official capacity.

4. Jewelry

- a. Jewelry should be appropriate to the covered personnel's professional appearance.
- b. Jewelry shall not compromise direct patient care activities, infection control, or the covered personnel's job duties or safety. Pursuant to infection control standards, patient care providers or those working within patient care areas may not wear bracelets, (except Medical Alert bracelets), or large hoop earrings and are limited to two rings worn on fingers. Large rings or those with prongs must not be worn as they damage gloves and result in pinpoint holes invisible to the naked eye, and as such create a conduit for infection.
- c. Small "buttons" or pins may be worn so long as their appearance does not disrupt hospital operations, disturb patients, or violate the Hospital's policies against discrimination or harassment. "Buttons" and pins are subject to the requirements of the Non-Solicitation Policy, including the prohibition of solicitation in immediate patient-care areas.
- d. Any visible body piercing jewelry in areas other than the ear must be small, maintain a professional appearance, and be kept clean and disinfected on a regular basis..

5. Mobile Devices and Pagers: Mobile devices and pagers, including hands free devices (except Vocera), must be worn where they are not visible and maintained in a silent or vibrate mode only so as not to be audible by anyone else. Phones in hip holsters may be worn in non-patient care areas. These devices shall not be used for personal use, including texting, while covered personnel are on shift except during rest and meal breaks. Personnel required to wear Vocera or carry a phone or

pager are required to clean the device and maintain infection control requirements.

6. Perfumes/Colognes and Scented Personal Care Products: Perfumes, colognes, after-shaves, and "scented" personal care products are prohibited.
7. Skin and Nails
 - a. Hands and fingernails are to be clean with nails neatly trimmed. Any nail polish must be changed on a frequent basis and maintained with no visible cracks, crevices, or lifting of the polish.
 - b. For those working within any patient care area(s), nails should not protrude above the tip of the finger. Artificial gel or acrylic nails and enhancements (including polishes formulated to be worn for extended periods) are not to be worn by any covered personnel.
8. Tattoos or "Body Art": Tattoos or body art are generally acceptable; however those tattoos which are otherwise in violation of policy or deemed inappropriate for the hospital environment shall be covered.

B. Addendum Departmental Requirements:

Since work locations and conditions vary, managers may develop and implement an addendum to the general guidelines set forth in this policy. Addendum departmental requirements will be developed where operational necessity, or where covered personnel or patient safety and welfare necessitates special grooming or attire by departmental personnel. Addendums to the Dress Code Policies and Procedures require review and approval of an Executive and Human Resources.

C. Responsibility:

1. It is the responsibility of the Manager and the appropriate Director to assure that this policy, as well as any addendum departmental requirements are observed by covered personnel.
2. Upon approval of addendum department requirements, the manager will review such guidelines with covered personnel to assure understanding and to provide clarification of any area subject to interpretation.
3. Requirements will be reviewed by the manager with all new covered personnel during the orientation and provisional period.

- D. If covered personnel reports for work dressed or groomed in violation of this policy, the manager or supervisor will direct the covered personnel to return home to change clothes or take other appropriate corrective action. Covered personnel will not be compensated during such time away from work, and any repeat violations of this policy will result in disciplinary action. See Human Resources Policies & Procedures [Discipline and Discharge Policy](#).

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Attachments

No Attachments