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References

Applicable To

All employees and staff of GUNDERSEN LUTHERAN.

Policy

Our patients have the right to expect competent professional care. We believe that a professional appearance through appropriate dress, good grooming and proper identification enhances the confidence placed in us by our patients. Therefore, it is the policy of GUNDERSEN LUTHERAN to expect employees to present a professional image by dressing in a manner appropriate for their respective position and to be neat, clean and well groomed when reporting for work.

This policy provides some general dress and grooming guidelines. However, departmental dress code guidelines, if available, should be consulted as appropriate. Departmental dress code will comply with this policy guideline if developed. Departmental supervisors should consult, and are responsible to, their senior Manager for design and administration of dress code guidelines.

Implementation

Dress Guidelines:

1. Clothing will be well fitted, clean, in good repair, pressed, and professional in appearance. Attire in patient care areas should provide adequate coverage to limit potential exposure to body fluids.
2. In order to maintain a professional image and practice our commitment to infection control, it is a standard for employees that hosiery (stockings, socks) is required at all times in all areas - including areas that do not provide direct patient care.
3. The laundry will wash all clothing, including personal clothing, which becomes contaminated with blood. (See protocol on Infection Control website).
4. To minimize infection control risks, lab coats or scrubs provided by the Hospital shall be clean and not worn to and from the premises.
5. Scrubs / uniforms, 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.
6. Footwear shall be clean, in good repair, providing adequate safety, and appropriate to the department's needs. Shoe covers are only worn to protect shoes from anticipated exposure to body fluids. They should be removed when there is no anticipated risk of contamination as they may increase the risk of trips, slips and falls.
7. All employees are issued name tags at the time of employment. Name tags

should be worn at all times while on duty. Lanyards, if worn, should be washed on a regular basis with clothing.

Grooming Guidelines:

1. Employees and staff are to follow appropriate personal hygiene practices.
2. Hair, mustaches and beards must be neatly trimmed. Hair must be away from the face in all patient care and food service areas.
3. Colognes may trigger allergic reactions in co-workers and patients and should be avoided.
4. Personal hand lotion should not be used in patient care areas. Gundersen Lutheran will provide hand lotion that is aseptically dispensed.
5. Fingernails should be kept clean and trimmed. Artificial nails may harbor harmful organisms and should not be worn by any direct patient care staff and service lines (Dietary, Environmental, Lab, Pharmacy, etc.) This includes acrylic overlays or other nail extenders.

Jewelry and Body Art Guidelines:

Jewelry or body piercing should not interfere with direct patient care or other on-duty responsibilities.

1. Personal adornments that are visible, such as tattoos, body piercing or hair coloring, which might be considered offensive to the public or co-workers are discouraged and shall be addressed on an individual basis by the departmental manager.
2. Rings and other body adornments may harbor harmful organisms, especially if raised and with multiple crevices. Rings should be washed with hand hygiene activities.

GUNDERSEN LUTHERAN reserves the right to require employees to change their clothes if they are not appropriate for the job. Employees failing to adhere to proper dress and grooming standards are subject to disciplinary action up to and including termination.

For more specific Infection Control information on "Emerging Pathogens", "Environment of Care", "Isolation / Resistant Organisms", etc., go to Gladiator, "Department Websites, Infection Control".

RESPONSIBILITY:

Human Resources:

- Develops, implements and enforces organizational policy and standards related to dress code issues from a global perspective.

Managers, Supervisors:

- Responsible for determining their individual department's dress code guidelines.
- Coaches employees on appropriate standards of dress/grooming.
- Asks employees who report to work in inappropriate dress to leave and

return in more appropriate attire.

Employee:

- Purchases and maintains all clothing worn other than scrubs provided by the organization.

Related Documents

Forms Required

None

Attachments

None

Approver Signatures:

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| Signed by: | Monty R Clark 05/15/2010 10:03:04 AM | Signed by | Kathleen C Klock 07/20/2010 08:16:46 AM |
| Signed by | Daniel J Lilly 07/21/2010 12:25:11 PM | Signed by | |

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