

<b>Policy Title:</b> Employee Dress, Uniform, and Appearance Policy	
<b>Department:</b> Human Resources	
<b>Area:</b> Employee Relations & Practices	<b>Effective Date:</b> February, 2016
<b>Pages:</b> 7	<b>Date Last Revised/Reviewed:</b> November 9, 2017
<b>Approved by:</b> Andrea Rosler	<b>Reference Number:</b> HR.EMP.005.07
<b>Original Date Approved:</b> July 2012	<b>Inactive Date:</b>

### Scope

All staff identifying themselves as employed by or affiliated with Huntsville Hospital, Heart Center, and Physician Network whether they are clocked in, off duty or attending on-campus classes, should adhere to this policy while on facility premises. This includes students, allied health professionals, physicians and contractors.

### Policy

HH Health System's employees, students, and contractors have a responsibility to not only provide quality health care to our customers, but to *look* the part as well. Therefore, attire, grooming, and personal hygiene are critically important to the hospital's success. You are expected to demonstrate professionalism and good judgment at all times related to make up, clothing, and appearance. Clothing must fit, be clean and pressed, be appropriate for your size, and not drag the floor. Clothing and jewelry which may pose a safety hazard or which could interfere with or detract from the delivery of high quality patient care or other business functions of the hospital, will not be permitted. We require that you observe the following specific standards regarding personal appearance and neatness while performing your duties:

**Identification badges** must be worn by employees at all times when at work. The badge picture and name on the badge must be visible, readable, clean and show no damage at all times. Employees cannot wear the badge at or below the waist or attach anything to the badge, including stickers, decals, pins, or similar items, unless the items are HH Health System hospital-issued, issued by an academic institution, or approved by Human Resources.

**Personal hygiene** is very important. Showering and the use of antiperspirant or deodorants are required. Strong perfume or fragrances of any kind are not permitted. All fragrances are discouraged for employees who have patient contact. Employees who use tobacco products must take measures to eliminate smoke odor from clothing, skin, and breath.

**Hair** is to be clean, well groomed, and a natural color (i.e. no pink, orange, blue). Distracting extremes in hair styling, dyeing, bleaching, coloring, and shaving designs into the hair are not permitted. Hair and hair accessories must not be distracting or extreme. Hair below shoulder length should be confined if it falls forward over the face while working.

**Hats and sun visors** are not permitted unless they are issued by HH Health System, face forward, and are in good condition

**Contact lenses** or tinted lenses must not be distracting.

**Mustaches, beards and goatees** are permitted but must be neatly trimmed, clean and not present a bushy or uncombed appearance. Mustaches must not extend over the lip.

**Fingernails** are to be kept clean and cannot exceed ¼ inch from the tip of the finger. Nail polish, if allowed in the department or unit, must not be chipped or cracked. HH Health System reserves the right to identify any nail product of any kind as inappropriate for use. Extreme colors, nail art, and nail bubbling are not permitted. Artificial nails (i.e. acrylic/gel overlays, acrylic/gel nails, wraps, tips, shellac polish/nails, crackles and any nail or polish that requires "curing" under a light and/or if the polish/nail product cannot be removed within 30 seconds with acetone(30 seconds per finger), and nail strengthener or hardener that is not removable by acetone) are not permitted if the employee has direct contact with patients to include direct physical contact with patients during exams, procedures, treatments, nursing care, and registration of patients. It is also not permitted if the employee has no direct patient contact but cleans the patient's environment, prepares or handles equipment, handles supplies or linens for patient use, prepares or handles medications

or blood products for patient use, transports patients, is employed by Food & Nutrition Services in any capacity, or is physically based in a clinical environment such as a Health Unit Assistant on a nursing unit or clinical department. Evaluation of potential patient contact should take into consideration what sort of contact is usual as well as what contact is possible in the performance of the job.

**Rings, necklaces, bracelets, earrings, toe rings, and wristwatches** are permitted. Employees are permitted to wear up to two necklaces, two bracelets (wristwatch counts as a bracelet) per wrist, two rings on each hand (wedding set counts as one ring), up to two earrings in each ear and one toe ring per foot. Earrings must not be larger than 1 inch in diameter or length for clinical employees and 2 inches in diameter or length for non-clinical employees.

**Visible body piercing** (other than earrings) is not permitted. This includes tongue piercing and forking, eyebrow piercing, noticeable spacers (gages)/large holes in the ear lobe, noticeable nose piercing and any other piercing deemed as distracting.

**Pins** are permitted if they are HH Health System issued and/or issued by academic institutions and/or approved by Human Resources. Employees may wear up to two pins on their lapel or through the slot at the top of their badge.

**Tattoos** must be covered as much as possible. Employees who have a visible tattoo that could reasonably be considered degrading, offensive, or demeaning to patients, family members, co-workers, or management must have it covered at all times while on health system property. Out of respect for our patients, employees must cover a tattoo if a patient complains about a tattoo while they are being cared for. Extreme body altering and branding must not be visible.

**Shirts** must be well-maintained, un-faded, and have no inappropriate, political or offensive wording or pictures. It is not permissible to wear shirts that have plunging necklines, are see-through, or ride up to expose back or midriff when arms are extended. It is not permitted to wear T-shirts (long or short sleeve) as a primary outerwear garment or to have undergarment T-shirt tails exposed. Crew neck sweatshirts are permitted, but they must match designated uniform color and have the HH, Heart Center or PN logo. Sweatshirts with zippers are not permitted. Wellness Center, Sports Center and Physical Therapy department employees may wear department logo t-shirts. Undergarments must be concealed and worn at all times.

**Sleeves** - Clinical personnel must wear attire with sleeves. Non-clinical personnel may wear sleeveless attire as long as it is in good taste and undergarments are covered. Lingerie straps, spaghetti straps, indented armholes, cut-off sleeves, and racer back tops are not permitted.

**Pants**- Stirrup pants, bike shorts, sweat pants, jogging pants, and skorts are not permitted. Leggings worn under a skirt is acceptable provided the skirt is an appropriate length (see dress and skirt below). Pants must fit, look professional, and extend to mid-calf. Spandex and parachute material is not permitted with the exception of the Wellness Center, Sports Center and Physical Therapy department, who may wear department issued wind suits. Denim material in colors other than blue is acceptable for pants, but it must not be excessively faded or "acid-washed."

**Shorts**- Wellness Center, Sports Center, Outpatient Physical Therapy, Plant Operations grounds crew, hospital couriers and employees who work on the loading docks are approved to wear shorts, but they should be no shorter than three inches above the top of the knee.

**Dress and skirt** lengths cannot be shorter than three inches above the top of the knee. Kick pleats/ slits must not be shorter than five inches above the top of the knee. Indigo or blue jean dresses / skirts are acceptable as long as they are not extensively faded.

**Shoes** must be worn at all times and should be clean and in good condition. They should match or complement the uniform or outfit. Employees conducting business in an area that treats, touches, or interacts with patients should wear close-toed shoes. Open-toed shoes are acceptable in non-clinical areas. Employees going to the Employee Pharmacy or Employee Health for personal reasons may wear shoes appropriate for their work area. Five finger shoes, flip-flops or slide sandals

are not permitted in any area. A flip flop is defined as a sandal made of any material with a strap between the toes that has no back. A slide sandal has a strap(s) that does not exceed beyond the ball of the foot, with an open toe and no back or ankle strap (no flip flop noise). If your department has safety restrictions you must follow those guidelines.

**Shoe covers and booties** cannot be worn outside of your department or unit, to include the cafeteria.

Employees who change into required scrubs once on campus may wear clothing outside this policy to and from work. However, they cannot wear their employee badge or represent themselves as employees while not dressed professionally for work.

Throughout the course of the year, the organization may choose to allow certain attire outside this policy on certain days for special events.

### **Exceptions**

Requests for an exception to this policy for medical, religious or cultural beliefs or questions regarding accommodations should be directed to the Human Resources Department. Requests will be considered and reviewed on a case-by-case basis. Questions and clarifications should be directed to the Human Resources Department. Department managers are permitted to adopt a stricter policy for their individual departments if they deem necessary. All department addendums should be approved by Human Resources.

















**Health System**








**Huntsville Hospital Uniform Guidelines & Color Code Designations for all Madison County HH entities**

(Excluding Madison Hospital, which has their own color coded uniform/dress and appearance policy)

Effective February 2016

Department	Designated Attire/Scrub Color	
<p><b>Licensed Nurses</b>            All departments including:            ED            Wound Care            Outpatient Medical            CHF            Cardiac Rehab            Pain Clinic            Infection Control            CNS/CES</p>	<p>Navy or White Scrubs            Outerwear – Navy or White Scrub Jacket or White Lab Coat or Hospital approved black or navy jacket</p> <p>All Navy  <b>OR</b>            All White</p>	
<p><b>Patient Care Assistants &amp; Technicians</b></p> <p>All Technicians in ancillary departments including HCI &amp; PN</p> <p>Transporters / ED Techs            Pharmacy Techs / Telemetry Techs            EEG Techs / EKG Techs            Therapy Techs            Hearing Screeners            Birth Certificate Clerks            Medical Assistants            Medical Record Tech            CV Tech</p>	<p>Pewter Scrubs (dark grey)            Outerwear – Pewter Scrub Jacket</p>	
<p><b>Clinical Professionals whose job requires a license or credential:</b>            Pharmacists, Pharmacy Intern            Respiratory Therapist, LPTA            Physical, Occupational, and Speech Therapist, Imaging Technologist            MRI Technologist, CT Technologist            Ultrasound Technologist, Child Life Specialist, Exercise Physiologist,            Social Worker, Clinical Dietitian</p>	<p>Caribbean Blue Scrubs or Business Attire (per dept. approval) with White Lab Coat            Outerwear – Caribbean Blue Scrub Jacket or White Lab Coat</p>	

Department	Designated Attire/Scrub Color	
<b>Laboratory</b>	Black Scrubs Outerwear – Black Scrub Jacket	
<b>All disciplines in Procedural Areas</b> including: Surgical Services Cath Lab Endoscopy	Ceil Blue Scrubs Outerwear – Ceil Blue Scrub Jacket or White Lab Coat	
<b>Trauma Team</b> (As designated by Trauma surgeons)	Red Scrubs Outerwear – Red Scrub Jacket or White Lab Coat	
<b>Advanced Practice Nurse Practitioners</b> Physician Assistants CRNAs, NPs	Light Grey Scrubs or Business Attire with a White Lab Coat Outerwear – Light Grey Scrub Jacket or White Lab Coat	 
<b>Physicians</b>	Dark Green Scrubs Exclusive designation for physicians only	
<b>Case Managers, Clinical Documentation Specialist, Lactation Consultant</b>	Navy Scrubs or Business Attire w/ a White Lab Coat Outerwear – Navy Scrub Jacket or White Lab Coat	 
<b>Health Unit Assistants</b>	If working as an HUA: Pewter Grey Scrubs or Business Attire with Pewter Scrub Jacket  If working as a Technician: Pewter Grey Scrubs Outerwear – Pewter Scrub Jacket	 
<b>Leadership</b>	Business Attire or Clinical Profession Scrub Color with closed toed shoes if working in dept.	

Department	Designated Attire/Scrub Color	
<b>Food Service – Main &amp; W/C Campus</b>	Following positions wear black pants: Leads – Red button-up Servers/Cooks – Black chef coat Cashiers & Grab-N-Go – Yellow button-up, Catering – Black button-up, Hospitality Assistant & Call Center-Burgundy button-up, Store Room & Utility Staff – Navy button-up (can wear blue utility pants)	
<b>Environmental Services</b>	Grape Scrubs or Navy Polo with Khaki Pants or Khaki colored denim Outerwear Grape Scrub Jacket	
<b>Couriers</b>	Burgundy polo with HH logo Khaki pants or khaki colored denim	
<b>Plant Operations</b>	Dark green polo with HH logo Khaki pant or khaki colored denim	
<b>Admissions</b>	Cucumber button-up shirt with HH logo Black pants Outerwear- Grey sweater	
<b>Physician Network &amp; The Heart Center</b>  Physician Office Rep/Schedulers	Red polo or button-up shirt with HH, Heart Center logo or PN Practice name Black pants Outerwear- Black jacket	
<b>Ancillary/Non Clinical Areas</b> Human Resources/Corp University Accounting/Patient Accounting Women’s Center/Best Start Information Technology, Marketing Communication Department	Business Attire	

<b>Security</b>	Security Officers-Khaki shirt & navy pants Dispatchers, techs & drivers-Navy polo and khaki pants Valet-Maroon polo & black pants Greeters-White button-up with tie & khaki pants with vest and/or blazer	
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**Uniform Clarifications:**

**Scrubs**

- Scrubs may have colored trim.
- Scrubs with prints are ONLY allowed in PICU, Pediatrics, Pediatric ED, St. Jude, Kids Care, and Physician Network Pediatric practices. These must be kid friendly and coordinate with solid pants based on department scrub color.
- As long as you wear the correct color, you may purchase your scrubs wherever you like. You do not have to use Uniform Center, Parkway Scrubs, or the Foundation uniform sale.
- A color grid is posted on Pulse. However, you do not have to use this grid as long as the color is correct.
- Not permitted for wear by employees in non-clinical areas
- Scrubs may be embroidered with department or practice name/ Logo.

**Hospital Approved Black and Navy Jackets and Vests**

- Hospital approved black jackets and vests with department or practice name/Logo and/or employee name and position title can be worn with scrubs. Hospital approved navy jackets with department or practice name/Logo and/or employee name and position title can ONLY be worn by licensed nurses who are required to wear navy scrubs. These can be purchased at the Uniform Center, Parkway Scrubs, and the Foundation Uniform sale.
- Employee name and position title is not required.

**Undergarments for scrubs**

- Long-sleeve undershirts are permitted underneath the scrub top in *solid coordinating* colors. Burnouts are acceptable
- Undergarment shirts must be tucked into pants or skirts and not extend below scrub top if scrub is worn outside of pants or skirt.

**Sweatshirts**

- Crew neck sweatshirts are permitted in place of scrub top, but they must match designated scrub color and must have the department name/Logo, and/or employee name with position title embroidered on them.
- Zippers or hoods are not permitted.
- Employee name and position title is not required.

**Scrub Hats**

- Cannot have any logo on them, including sport teams