

<b>DRESS CODE/PROFESSIONAL APPEARANCE POLICY</b>	<b>Number</b> <b>RH-HR-HR-60-10-04</b>
<b>Review Responsibilities:</b> Human Resources	<b>Effective Date</b> June 2018  <b>Origination Date</b> October 1986

**I. PURPOSE**

This policy applies to all individuals working for or at any Regions Hospital facility. This policy establishes guidelines to ensure that individuals working for Regions Hospital create a positive professional image to our patients, visitors, and fellow employees when on the Regions Hospital campus, other locations and when representing Regions Hospital at off-campus meetings or events.

**II. POLICY**

Every employee and volunteer is a representative of Regions Hospital. Employees and volunteers are expected to project a professional and positive image to patients, visitors, and fellow employees. Employees and volunteers should present a good appearance, including good personal grooming and hygiene, appropriate dress for the work being performed, and by wearing proper Hospital identification. Enforcement of this policy and consultation with Human Resources is the responsibility of each department manager.

**III. PROCEDURE(S)**

A. General Dress Guidelines:

- 1.1 Clothing shall be appropriate to the department. Clothing should fit comfortably, allowing full range of mobility without being tight, overly loose, or revealing.
- 1.2 Clothing shall be clean, well pressed, in good repair and not show wear. Torn, dirty, or frayed clothing is not professional. Regular laundering is required.
- 1.3 Lab coats or scrubs provided by the Hospital shall be clean and may not be worn to or from the premises in compliance with infection control guidelines. Isolation gowns and PPE (Personal Protective Equipment) are to only be worn for personal protection and are not intended to be worn for warmth by employees.
- 1.4 Lab coats and scrubs without logos or with approved HealthPartners or Regions Hospital logos shall be permitted.
- 1.5 Scrubs/uniforms and head attire, where worn, shall be the responsibility of the

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department manager as to color, color combinations and style, so that inter-departmental coordination may be achieved. Leaders need to discuss color changes with Human Resources to see if the color choice is being used by another department or job classification. Scrubs are intended for wear by direct patient care providers and laboratory personnel only. Any requests for special consideration must be submitted in writing to [RegionsHRDirect@HealthPartners.com](mailto:RegionsHRDirect@HealthPartners.com) for review.

- 1.6 Regions Hospital logos on polo shirts, dress shirts, scrub jackets are appropriate. The full-zip embroidered logo jackets are available at the HealthPartners store at <http://www.healthpartnersstore.com/>. For infection prevention purposes thumbhole garments should not be worn in patient care areas.
- 1.7 Undergarments (bras and underwear) are not to be visible.
- 1.8 Shirts under scrubs can be white, black or the color of your scrub/uniform. Scrubs should be worn as an entire set of scrub pants and scrub tops.
- 1.9 Footwear shall be clean, in good repair, provide for adequate safety, and appropriate to the departmental needs.
- 1.10 Regions Hospital ID badges provided by the Hospital shall be worn at all times during working hours. ID badges should be worn up near collars for easy identification by patients, visitors and staff. ID badge reels or badge holders must have an approved HealthPartners logo, Regions Hospital logo, approved HealthPartners branding or Regions Hospital branding. Plain or decorative badge reels or badge holders with no other advertising, wording or promotion are allowed. ID badge reels must be replaced when broken or become dingy or dirty in appearance. Lanyards are not allowed with one exception metal free lanyards or badge reels must be worn by MRI Radiology staff.
- 1.11 Clothing with advertising logos, potentially obscene or offensive logos, pictures, sports teams, cartoons, slogans, language or logos promoting alcohol, tobacco, or drug products are not allowed.
- 1.12 Lapel buttons/pins with political or controversial messages are not permitted, while on duty.

## B. Professional Dress Guidelines

All clothing should be career wear and not casual attire as we are a professional organization.

- 2.1 Skirts, Dresses, and Skirted Suits - Professional dresses and skirts with or without slits should be within 2 inches from the knee or longer at which you can sit comfortably in public. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for work. Professional sleeveless attire can be worn if the majority of the shoulder is covered.
- 2.2 Pants, Slacks, and Trousers - Business slacks, trousers, dress style capris that are no higher than 5 inches from the ankle, ankle length pants, and khaki type slacks are acceptable. Denim pants (of any color) and shorts are not acceptable to wear in the workplace. Pants must be worn at the waist.
- 2.3 Shirts, Tops, Blouses, and Jackets – Professional shirts, dress shirts, sweaters, tops, polo-type shirts, and turtlenecks are acceptable attire for work. Necklines should be

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conservative and not revealing in nature. Professional sleeveless attire can be worn if the majority of the shoulder is covered. Inappropriate attire for work includes low cut, sheer or revealing clothing, tank tops, midriff tops, exercise wear, Spandex, Lycra, halter/tube tops, tops with bare shoulders, spaghetti straps, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Most suit jackets or sport jackets are acceptable attire for the workplace.

### C. Shoe and Footwear Guidelines

- 3.1 Conservative athletic or walking shoes, loafers, leather deck-type shoes, solid topped clogs, sneakers, boots, flats, and professional dress shoes. Conservative business appropriate open toed shoes and sandals are acceptable in some areas of work. If wearing open-toed conservative shoes without nylons or socks, toenails must be clean and neatly trimmed. Open toe shoes or sandals cannot be worn by any employee who enters any patient care area. Thongs, flip-flops, slippers, foam clogs with holes on the top and roller shoes are not acceptable and cannot be worn due to safety and infection control guidelines. Additionally, care providers, housekeeping, nutrition services, supply chain services staff and others defined by the department leader may not wear open toe shoes or sandals. The safety guideline is to wear shoes that protect toes, top and sides of feet.

### D. Cultural Head Attire Guidelines

- 4.1 Employees who are required by their religion to wear head attire may do so provided:
- The head attire does not violate any safety or infection control policies, standards or guidelines;
  - The head attire is clean and in good condition; and
  - The head attire does not interfere with the performance of the employee's job duties.

### E. Grooming Guidelines

- 5.1 Good personal hygiene, regular bathing, good oral hygiene, and effective deodorant use are required.
- 5.2 Cosmetics and makeup shall be simple and appropriate.
- 5.3 Use of cologne, perfume, perfumed products (hand/body lotion, etc.), or after-shave is discouraged, and if worn should be minimal and not noticeable by others. Fragrance free areas may be defined by individual departments. Smoke odors are prohibited.
- 5.4 Hair shall be neat, clean, of a safe length. Hair of any color is acceptable. Direct patient care staff with long hair should have their hair pulled back. Beards and mustaches must be kept neat and groomed.
- 5.5 Artificial nails are not allowed for personnel who perform direct hands-on patient care or who prepare products for patients, as well as supervisors of these employees if they may perform such duties. (The term "products" includes, but is not limited to, food/beverages, medications, and sterile instrumentation.) Healthcare workers who wear artificial nails are more likely to harbor gram-negative pathogens on their fingertips than are those who have natural nails, both before and after hand washing.
- Definitions:

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- i. \*Artificial nails: A substance or device applied to the nail for purposes of cosmetics, strengthening or lengthening. Includes, but not limited to, tips, wraps, gels, overlays, extenders, acrylics, shellacs, tapes, appliqués, nail piercing, and nail jewelry. In general, nail treatments are not allowed if they are meant to grow out with the nail, require more than air drying to set and/ or more than simple wiping with nail polish remover to remove.
  - ii. Natural nails: Fingernails without artificial covering other than nail polish

Fingernails are to be kept clean and neatly trimmed and of an appropriate length to perform job duties.

It is recommended that natural nails be left unpolished. Clear polish is preferable over colored. If polish is worn, it must be well manicured and not be chipped, cracked or peeling. Check with manager regarding department specific requirements.

#### E. Jewelry and Body Art Guidelines

- 6.1 Excessive or inappropriate jewelry or body piercing is not permitted. Jewelry or body piercing should not interfere with direct patient care or other on-duty responsibilities. All should be in good taste.
- 6.2 Excessive or inappropriate body art, as defined by department, needs to be covered while on duty.
- 6.3 Employee award pins denoting graduating from a special course relating to an employee's profession and/or years of service recognition pins are permitted.

#### F. Special Occasions and Exceptions

- 7.1 Costumes, holiday specific outfits, or other special event outfits are acceptable for predetermined special occasions/holidays upon pre-approval from department managers. Costumes need to be appropriate for the workplace. A start and end date for special occasion and/or promotion apparel must be established.
- 7.2 Any staff member may change into hospital owned and laundered scrubs in the event their routine uniform becomes saturated with blood or body fluids. (See IC:20:01 Bloodborne Exposure Plan)
  - a. Hospital supplied scrub suits will be laundered by the Hospital, not by individual staff members.
  - b. Hospital supplied scrub suits will not leave the Hospital, *unless worn home by an employee contaminated as described above.*
    - i. Scrub apparel taken home will be returned unlaundered during the employee's next scheduled shift.
- 7.3 Departments may establish **additional** dress code guidelines as appropriate for their functions.

#### G. Nursing Requirements

- 8.1 For safety of staff, large/long pierced earrings are not to be worn.
- 8.2 Only clear nail polish may be worn. Artificial nails are prohibited from being worn by any direct patient care provider.

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- 8.3 Socks or stockings are to be worn at all times.
  - 8.4 Staff normally wearing scrub or street clothing while on duty and who are scheduled to float to other nursing units will comply with the medical-surgical dress code guidelines.
  - 8.5 Nurses, Emergency Room Technicians (ERT), Emergency Room Clerks, Mental Health Associates (MHA), Paramedics, Patient Care Assistants (PCA), Nursing Assistants (NA) and Nurse Interns (NI) attire:
    - a. Scrubs must be solid. Scrub colors and the uniform list are included at the end of the policy.
    - b. Cardigans or scrub jackets must be solid colors to match scrub outfit. No sweatshirts or hoodies are permitted.
    - c. Shirts worn under scrubs can be white, black or the color of your scrubs.

#### H. Department Specific Requirements

##### 9.1 Breast Health Center, Cancer Care Center and Radiation Therapy Department

###### a. Ambulatory Coordinators/Secretarial (Front Desk)

- 1. Professional dress clothes
- 2. Slacks that are mid-calf length or longer may be worn
- 3. Scrub attire is not permitted
- 4. Shoes shall coordinate with outfit worn.
- 5. Stockings:
  - a. Hose or stockings of coordinating color or flesh tones may be worn.

###### b. LPN/Mammography Technologist/Medical Assistants/Registered Nurse

- 1. Scrub attire
- 2. Shirts:
  - a. round neck, mock turtleneck, turtleneck or polo shirts
  - b. short sleeve or long sleeve
  - c. shirts that are white, black or your scrub color may be worn under scrubs
- 3. Shoes:
  - a. shoes will look professional
  - b. no open toes
  - c. open backs are permitted if there is some support such as strap or raised heel protection
  - d. no clogs
- 4. Stockings
  - a. hose or stockings of coordinating color or flesh tones may be worn

###### c. Nurse Clinician/Radiation Therapy Nurse/Radiation Therapist

- 1. Professional dress clothes or may follow RN dress
  - a. Top: dress shirt, blouse or sweater. No sleeveless or low-cut top, no lace or see through material.
  - b. Bottom: Skirt, dress or slacks
  - c. Dress, skirt or jumper: Dresses and skirts will be knee length or longer.
  - d. White lab coat may be worn when working in clinical area.
  - e. Stockings:
    - 1. Stockings or Hose of coordinating color or flesh tones may be worn

##### 9.2 Food and Nutrition

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All employees are required to adhere to the uniform dress code designed by the department as appropriate on-duty attire for foodservice personnel with the objective of presenting a clean, and sanitary professional image.

- A. **Shirt:** Employees must purchase approved uniform shirts from the department. Female style shirts need to be completely buttoned, male style shirts may have top button unbuttoned. If wearing a tie, shirts must be buttoned to the top. Only plain black or white undershirts are acceptable, no logos. If wearing short sleeve shirt, undershirt must be short sleeve as well. Shirts must be neat and non-wrinkled.
- B. **Pants:** All pants are subject to management approval. Professional black dress pants are the only approved pants. No logos, corduroy, denim, shorts, sweats, leggings, capris, yoga or any tight fitting pants of any kind. Pants must be hemmed so they do not drag on the floor. Pant hem must cover ankle and touch shoes. Socks must be worn under pants. No faded black or black denim or unapproved pants will be allowed. Pants must be worn at the waist.
- C. **Skirt:** Black skirt of cotton polyester blend that reaches below the knee. No long slits in skirt or tight fitting skirts. Split skirts are not allowed.
- D. **Footwear:** Solid black leather shoes with non-skid soles are the only shoes allowed. Open toes and sling back shoes are not allowed. No sneakers, tennis shoes, winter boots, slippers, ballet flats, or canvas shoes allowed. Shoes for Crews available to purchase through the department.
- E. **Socks:** Socks or hose must be worn at all times. Black or white socks only. Black socks are preferred with black pants.
- F. **Aprons:** Aprons are required for cooks. Approved aprons are purchased from the department. Plastic aprons are only approved for job duty in wet conditions (pots/pans and dishroom). Employees are responsible for laundering aprons and for replacing lost or damaged aprons. Aprons must not be worn into rest rooms or outside the department (unless job requires it to be).
- G. **Vests:** Vest must be clean, pressed and in good repair.
- H. **Name tag:** Regions hospital ID badges provided by the hospital shall be worn at all times during working hours. ID badges should be worn up near collars for easy identification by patient's visitors and staff. Lanyards are not allowed. Name tags will be positioned so that name and picture are visible. They cannot be behind the aprons. Name tags are issued to all new employees at no charge. All employees must pay for replacement name tags after they receive their one free nametag.
- I. **Jewelry/body art:** No jewelry is allowed while working. That includes earrings, bracelets, body piercings visible while in proper uniform, watches or rings. The only exception is a smooth band or wedding ring. Necklaces may be worn underneath clothing. Cell phones must be in a pants pocket or clipped to the waist under your shirt. They may not be used while working. Excessive or inappropriate body art, as defined by the department needs to be covered while on duty.

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- J. Nails: No nail polish may be worn. No artificial fingernails. Fingernails are clean, short, and trimmed.
  - K. Cosmetics: Cosmetics and makeup shall be simple and appropriate. Perfume or cologne is discouraged and if worn should be minimal and not noticed by others. No false eyelashes or glitter products.
  - L. Hair Covering: Approved hair restraints are to be worn properly by employees when preparing, assembling or serving food and while in the kitchen. All employees are required to wear a cap, and all hair must be restrained with a hairnet. No scarves or jewelry in hair. Hair extensions must be in a hair net. Employees who are required by their religion to wear specific head attire, may do so provided it is black in color. No other head wear shall be allowed unless approved by a department manager or as stated in this policy #60:10:04.
  - M. Beards and Mustaches: Must be kept neat and closely trimmed to a 1/4 of an inch; if longer a beard net is required.
  - N. Sweaters/sweatshirts/jackets: May not be worn while in the kitchen.
    - a. Staff responsible for putting orders away and taking inventory will be allowed to wear sweaters/sweatshirts/jackets during this time.
  - O. Job specific requirements:
    - a. Tray Assemblers: Must wear approved long or short sleeve blue fusion shirt.
    - b. Tray Passers: Must wear approved long sleeve blue fusion shirt, black vest and black tie.
    - c. Bistro Services Associates: Must wear/purchase approved aprons from the department.
    - d. Cashiers: Must wear approved long or short sleeve blue fusion shirt. Option of either a black vest or black apron.
    - e. Call Center Associates/Nutrition Service Representatives: Must follow Regions Professional Appearance Policy, also abiding by Minnesota Food Code regulations while working in the department and guidelines for direct patient care providers.
    - f. Cooks, Cold Preparation, and Café Servers: Must wear/purchase approved chef coats from the department.
    - g. Clinical Nutrition: Must follow Regions Professional Appearance Policy and guidelines for direct patient care providers.
    - h. Food and Nutrition Management: Must follow Regions Professional Appearance Policy and guidelines while also abiding by Minnesota Food Code regulations while working in the kitchen.
  - P. Exceptions:
    - a. On designated theme days, the uniform or clothing appropriate to the theme will be worn

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if approved by the food service director in advance.

- b. Newly hired employees will be required to order a uniform on their first day of work and be in full uniform when the uniform arrives.

### 9.3 Pharmacy

- a. Pharmacy Technicians are required to wear the departmental selected scrubs color.
- b. Pharmacists may wear the department selected scrubs or follow the hospital dress code guidelines.
- c. Clean white lab coats or pharmacy scrub smocks, in good condition, must be worn when entering patient care areas.
- d. Ties are recommended for males working in all areas except psychiatry and the stockroom.
- e. Employees working in the sterile products preparation area shall wear cover gowns over their clothing, bouffant caps and gloves to comply with department and USP 797 guidelines.

### 9.4 Sleep Health Center:

- a. Scrub attire or dress clothes with white lab coat are acceptable attire for direct care providers.
- b. Shoes are to be clean with quiet soles. White leather or exercise shoes are acceptable with scrub attire.

## I. Uniform or Scrub Change Requests

- 10.1 Changes to the uniform or scrub colors require approval of the uniform management team. Please submit the Change Request to Human Resources at [RegionsHRDirect@HealthPartners.com](mailto:RegionsHRDirect@HealthPartners.com) The Change Request should include the situation, background, assessment and recommendation (SBAR Analysis) for the proposed change. The team will review the justification for the proposed change using the following parameters:
  - a. Patient-centered focus; what are the implications of the proposed change to the community we serve
  - b. Circumstances beyond the control of the Hospital such as unavailability of uniforms or scrubs
  - c. Quality, cost, availability and style of the uniform or scrubs.

## J. Ordering Guidelines

- 11.1 Scrubs can be ordered directly through the vendor at <http://www.suitestyles.com/store/>  
Login: regionshospital  
Password: scrubs1

Employees who have questions regarding the dress code guidelines are encouraged to discuss them with their leader.

### SCRUB COLORS

Department/Position	Color
Animal Care	Ceil Blue
Burn Center	Ceil Blue
Burn Rehab OT	Ceil Blue
Cardiology Non-Invasive	Purple Grape
Cardiovascular Lab	Ceil Blue



Endoscopy/Gastro - RN	Navy Blue
Endoscopy Clerk	Burgundy
Endoscopy IPT	Ceil Blue
ER - Resident	Khaki
ER - MD & Resident	Navy Blue
ER - PA	Navy Blue
ER - RN	Royal Blue
ER Coordinators	Hunter Green
ER - ERT	Burgundy
ER - Paramedics	Royal Blue
Food & Nutrition Services	see policy above
Guest Experience Dept	see uniform list
Housekeeping	Black
RN & PCA - L&D	Ceil Blue
LPN	Navy Blue
Medical Assistants	Sangria
Mental Health Associates	Burgundy
Ortho Assistant	Navy Blue
Pathology – Lab Assistant, Phlebotomist, CLT/CLS & LST	Chocolate Brown
PCA	Forest Green
Pharmacy	Jade Green
Psychiatry OT	Purple Grape
Radiology - Other Patient Care Staff	Purple Grape
Radiology - Technical Staff	Aqua Teal
Respiratory Care	Olive Green
Rehab	Slate Gray
RN (except ER –RN)	Navy Blue
Reprocessing	Caribbean Blue
Same Day Surgery Center - 435	Ceil Blue
Surgical Services - RN, Surg Tech, Anesthesia	Caribbean Blue
Trauma Nurse Clinician	Aqua Teal
Transporters	see uniform list

### UNIFORM LIST

Department/Position	Uniform
Guest Experience - Transporters	Red polo embroidered w/ patient transport on back Black pants Black Patient Transport jacket (optional) Black shoes
Guest Experience - Guest Experience Reps	Red or white shirts Black pants Black Suit or Blazer Black Shoes
Guest Experience - Volunteers	Red polo embroidered on front Black pants
Housekeeping - Custodial Worker	Black Polo shirt; may be embroidered with Regions Hospital logo Black scrubs are also an option

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Black pants

Nursing - Health Unit Coordinator	Business Casual or Eggplant Polos Black pants Black skirts Black shoes Black sweater, black scrub jacket or black blazer
Supply Chain Services - Supply Chain Distribution	Navy Blue polo Khaki or black pants
Cardiac Rehab	black or dark blue shirt Khaki or black pants

**IV. DEFINITIONS**

NOT APPLICABLE

**V. COMPLIANCE**

Should an employee fail to comply with the Dress Code/Professional Appearance policy and dress code guidelines, he/she may be sent home without pay to correct the problem.

Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

**VI. ATTACHMENTS**

NOT APPLICABLE

**VII. OTHER RESOURCES**

Refer to individual departmental dress code guidelines for additional items that are specific to the department.

IC:20:01 Bloodborne Exposure Plan

IC:30:01 Hand Hygiene

SS:05:03:03 Operating Room Attire

Minnesota Department of Health Food Code:

<http://www.health.state.mn.us/divs/eh/food/index.html#code>

**VIII. APPROVAL**



Kim Egan  
Vice President Human Resources