

**HOLYOKE HEALTH CENTER
POLICY & PROCEDURE**

TITLE: Personal Appearance	EFFECTIVE DATE: 04-01-01	FUNCTION: Human Resources
PAGE: 1 of 2	REVIEW/REVISION DATE: 12-07-01, 07-01-08; 12-01-12; 10-2-15; 10-01-18	

PURPOSE:

To foster a positive image appropriate for a healthcare environment, all employees of the Holyoke Health Center (HHC) will dress in a manner that is professional, clean, neat and appropriate for the work performed. Employees will dress in a way that establishes confidence and respect for the organization, and maintains the health and safety of patients, visitors and employees.

In order to establish guidelines for the employees of HHC the following are established as minimum standards. Departmental standards may exceed these guidelines. The following factors have been taken into consideration in defining the employee appearance policy:

- Patient safety
- Staff safety
- Public safety
- Infection Control
- Job responsibilities
- Professional image

The standards listed below must be consistent for all employees in a given work area regardless of their department or organization affiliation.

The employee identification badge issued by the Human Resources Department must be worn at all times while in the building, with the employee's full first name, licensure credentials if applicable, job title and photograph clearly visible for patients, visitors and co-workers. All physician and dentist staff badges will include "Dr." and their last name.

All staff providing outreach or other health education services must wear their picture ID badge, in a clear and visible area on their person, at all times when representing HHC.

Office and other non direct patient care staff can wear business casual attire including:

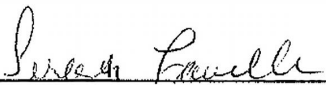
1. Dress pants, blouses, sweaters, skirts, khaki's etc.
2. Unacceptable attire includes but is not limited to:
 - Jeans, shorts, sweatpants, sweatshirts, tube, tank and halter tops, spaghetti straps etc.
3. No aspect of staff's dress should embarrass or offend patients, visitors or co-workers. Clothing should be neat, clean, and appropriate in length.
4. All shirts must be free of:
 - Offensive language, pictures, advertisements or political statements.
5. Clothes that are revealing or unnecessarily tight-fitting are not considered appropriate apparel. Unacceptable, but not all inclusive are low-cut necklines, see-through blouses and shirts, midriff-cut tops, low-riding pants, spandex and other tight pants and short skirts-above the knee.
6. All direct patient care staff will wear scrubs or lab coats (determined by position) and shoes/sneakers (preferably white) in good repair. As a measure to prevent slips and falls, no heels above 3 inches should be worn.

7. Footwear should be appropriate and safe for the individual and work environment. Sandals and open-toed shoes are unacceptable for all staff due to the potential safety hazard. As a measure to prevent slips and falls, no heels above 3 inches should be worn. Hair, beards and mustaches shall be clean and well-groomed at all times. The style of the aforementioned should not interfere with the ability of the employee to maintain standard precautions or sterile technique, when appropriate in their work environment.
8. Hairstyle and accessories shall be worn so as to avoid contact with the patient. All direct patient care staff with hair longer than shoulder length shall wear hair off the face and/or tied back.
9. All adornments and other accessories for hair or decorations on clothing or person that could be easily dislodged and present a safety and/or infection control hazard to patients and the public should be avoided
10. Jewelry shall be worn in keeping with the professional image of the employees and should not affect the hygiene or safety of employees, visitors or patients.
11. Earrings must be of a professional and reasonable size.
12. Facial piercing such as eyebrows, nose, lips and tongue are not allowed during business hours. Torso and other body piercing with visible jewelry or jewelry than can be seen through or under clothing is not allowed during business hours.
13. Tattoos and similar body art shall be covered during business hours.
14. **Fingernails:** Study data has documented the transmission of infection from bacteria which reside and multiply under long fingernails. As a result, and in response to Hand Hygiene Guidelines issued by the Centers for Disease Control and Prevention, HHC has developed the following policy, regarding fingernails, for all staff:
 - Nails are to be clean, trimmed and no longer than ¼" inch or shorter.
 - No artificial nails or nail enhancements, manicures using gels, overlays, wraps or tips, gems or attached decorations are permitted.
 - Nail polish may be worn if well manicured; chipped polish must be removed.
15. If makeup is worn, it shall be worn in moderation.
16. Recognizing that employees, patients and visitors to our organization have sensitivity and/or allergic reactions to various fragrant products, employees are expected to avoid perfume, cologne, aftershave, and other scented lotion.
17. Offensive body odor and poor personal hygiene is not acceptable.

Effective personal protection is essential for any person who may be exposed to potentially hazardous substances. It is extremely important that employees be adequately protected in these situations. Specifically, the Maintenance staff and all staff providing direct care to clients must wear protective clothing, goggles, or face shields for eye protection as directed by the Occupational Safety and Health Administration (OSHA).

Employees reporting to work with inappropriate dress or hygiene issues will be asked to leave the workplace to correct the infraction. Under such circumstance, you will not be compensated for the time away from work.


Should a disability, religious belief or practice conflict with this policy, reasonable accommodation may be made for employees as long as the accommodation does not pose a safety hazard.



 Chief Human Resources Officer

10-11-18

 Date



 Chief Executive Officer

10/12/18

 Date