

<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> July, 2019
<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>

## Policy

All staff identifying themselves as employed by Huntsville Hospital System, whether they are clocked in or attending on-campus classes will adhere to this policy while on or off facility premises. This includes students, allied health professionals, physicians, and contractors. Those individuals representing Huntsville Hospital System have a responsibility to not only provide quality health care to our customers, but to look the part as well. You are expected to demonstrate professionalism and good judgment at all times concerning make up, clothing, personal hygiene, 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 or in a class or meeting on campus. The badge picture and name on the badge must be visible, readable, clean, and show no damage. 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. Employees should not wear their badge off campus when not on duty.

**Personal hygiene** is very important. Showering and the use of antiperspirant or deodorants are required. Strong perfume, aftershave, and scented lotions are not permitted. All fragrances are discouraged.

**Smoking/Tobacco Products:** Employees who use tobacco products must eliminate smoke odor from clothing, skin, and breath while at work. If you have a smoke/cigarette smell on your person or clothes while at work, you may be sent home to change your uniform or clothes and eliminate the smell before returning to work.

**Hair** must be neat, clean, well groomed, and a natural color (i.e. no pink, purple, blue, glitter, etc.). Distracting extremes in hair styling, dyeing, bleaching, coloring, or shaving designs into the hair are not permitted (i.e. no Mohawks). No excessive or distracting hair accessories. Hair below shoulder length should be secured so as not to interfere with patient care.

**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  $\frac{1}{4}$  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 color, nail art, and nail bubbling are not permitted. Artificial nails (i.e. acrylic/gel overlays, acrylic/gel nails, wraps, tips, shellac polish, powder gel, jam berry, stones, silk, fiberglass, extensions, UV gel sculpted or cured, 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.

**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/large holes in the ear lobe, (no gauges), noticeable nose piercings, 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** - 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 the tattoo covered at all times while on health system property. Tattoos on the neck and face are not permitted. Employees will be required to cover a tattoo if a patient complains about it while they are being cared for. Department Directors have the authority to ask employees to cover tattoos if they feel the tattoo is extreme or distracting. In addition, 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. Shirts must not be revealing, have plunging necklines, or ride up to expose back or midriff when arms are extended. It is not permissible to wear T-shirts (long or short sleeve) as a primary outerwear garment or to have undergarment T-shirt tails exposed. Sweatshirts with hospital/department logo are 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** must fit appropriately, look professional, and extend to mid-calf. Stirrup pants, bike shorts, sweat pants, jogging pants, and skorts are not permitted. 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."

**Leggings, hosiery, or tights** are permitted, but ONLY if worn under a dress, skirt, or top (worn as a dress) where the length is NO shorter than 3 inches above the top of the knee. If wearing a high-low top, both front and back of top cannot be shorter than 3 inches above the top of the knee.

**Shorts** - Wellness Center, Sports Center, Outpatient Physical Therapy, Plant Operations grounds crew, hospital couriers, valets, 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.

**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.

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

### **Uniforms Guidelines**

Huntsville Hospital System has a distinct and detailed requirement for scrubs and uniforms. Madison Hospital has a separate and distinct policy.




Employees who change into required scrubs once on campus may wear clothing outside this policy to and from work but must not wear a badge or represent themselves as employees while not dressed professionally for work.





















# 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 (Valets can wear shorts) Greeters-White button-up with tie & khaki pants with vest and/or blazer	
<b>Materials Management</b>	Wine scrubs	

### 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 on Uniforms.
- Employee name and position title is not required.

#### Scrub Hats

- Cannot have any logo on them, including sport teams