

# SJMHS Human Resources Policy

## SJMHS Employee Image Standards (Appearance & Dress Code)

Section Number 600 – Work Rules and Corrective Action  
Policy Number 625

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Approved by: Garry C. Faja, President and CEO

### Policy

1. All Saint Joseph Mercy Health System (SJMHS) employees are required to present themselves in a manner and appearance that conveys professionalism and reflects positively on the hospital.
2. Employees are required to follow the dress standards specified in this policy and procedure and meet the expectations of both internal and external customers we serve.
3. Employees who do not provide direct patient care are required to follow business casual dress guidelines and the dress requirements for all employees listed in the following procedure below.
4. Patient Care employees who are on SJMHS premises for work related business are expected to dress in business casual guidelines.
5. Clothing which is stained, faded, frayed, wrinkled and/or revealing is not to be worn regardless of the role of any employee. Department Leaders, at their discretion may require additional standards based on specific needs of the patient population and type of care provided.
6. Patients and families must be able to know names and job classifications of their caregiver team members. It is the responsibility of all employees to introduce themselves and explain their roles.

### Guidelines

#### A. *Dress Requirements for all Employees:*

1. Employees are required to wear hospital-provided name badges at all times. Name badges must be worn at collar level and must not be defaced in any way. Badges should be clipped to clothing; lanyards are not permitted.
2. Excellent personal hygiene must be maintained.
3. Employees are required to be odor-free (i.e. smoke-free) use fragrance-free personal products (i.e. colognes, hairspray, lotions, etc).
4. Hairstyle and hair color are to be controlled and non-distracting.
5. No excessive jewelry is to be worn. Visible body piercing, other than the ear is not acceptable at work. Jewelry worn must be in good taste, with consideration to the hygiene and safety of the individual, patient and working area. Jewelry determined to be distracting or unsafe by anyone must be removed.
6. Visible tattoos, if offensive to patients, visitors or employees must be covered during the work shift.
7. The following are examples of clothing items that are not approved for work: casual wear including black, blue or any color of denim, denim jumpers, tee-shirts, midriff baring tops/shirts, sweatshirts/sweatpants, jogging-style suits and clothing with slogans or products names (exception is a department-required uniform with the approved SJMHS logo).
8. Shoes must be worn at all times and must be clean and neat. Shoes worn in clinical areas must be soft-soled in order to minimize noise levels for patients.
9. Due to documented infection control risks, acrylic fingernails or any bonded fingernail coverings are not to be worn by direct patient care staff and non-direct care staff who handle sterile patient care equipment (e.g., prepare or open packs containing sterile medical instruments or supplies). Fingernails are to be kept clean and at reasonable length (e.g., nails should be barely visible above the fingers when the palm is held in front of the face). Nails should be trimmed, filed, and maintained so the edges and surfaces are clean and not rough.
10. Food Service employees or other employees working with exposed food may not wear fingernail polish or artificial fingernails unless wearing intact gloves in good repair. Gloves must be of a no-latex material as supplied by the Food Service Department.
11. Head coverings are not permitted except for religious or medical reasons.
12. Scrub wear is limited to direct patient care staff only.
13. Associates that function or visit clinical or patient care areas must follow the standards of the clinical area, i.e. hose/socks required, closed shoes required.

***B. Minimum Dress Requirements for Employees Providing Direct Patient Care:***

1. Patient Care employees, including non-direct care staff may wear self-purchased uniforms/scrubs as outlined in Appendix A.
  - A. Scrubs must be laundered, clean and in good repair.
2. White T-shirts or turtlenecks can be worn under scrub tops.
3. RNs may wear a solid white or solid navy blue scrub jacket over their scrubs. Other direct care staff may wear a solid scrub jacket in the color of their scrubs. Non-direct care staff may wear a sweater, blazer, etc. matching the color of their top as identified in Appendix A.
4. Shoes must be clean and in good repair and completely cover the toes. Sandals of any type are not approved. Socks or hose must be worn at all times. Shoes must be white or a standard color that matches the uniform/scrub wear. Clogs must be white or a standard color that matches or coordinates with the color of the scrub wear and must cover the toes completely.
5. Staff who participate in hospital related business meetings (and not also providing patient care) must follow dress requirements for all employees: blue jeans, shorts, sandals, sleeveless tops etc. are NOT permitted. Any questions about appropriate clothing should be directed to the area/department manager.
6. In some areas (primarily OR) jewelry is not permitted.
7. Hospital-issued scrubs are provided for employees who work in the following areas:
  - Operating Services (Operating Rooms, Ambulatory Surgery areas, CSR)
  - Identified procedure special procedure in radiation oncology
  - Labor and Delivery areas
  - Neonatal ICU
  - Cath Lab including EPS Lab
  - Radiology – Angiography Suite only
  - Pharmacy – IV Admixture Room only
  - Pathology – Morgue Room only
  - Employees who are issued hospital scrubs in the approved areas may not wear the scrubs outside the hospital.

Employees, whose uniforms/scrubs become contaminated while at work with blood or other potentially infectious materials as defined by MI Occupational Safety & Health Administration, will be provided hospital-issued scrubs until their own clothing is laundered.

Requests for an exemption or accommodation from the above requirements should be directed to your manager or Human Resources.

**Reference:**

Appendix A