



Policy Title:	Corporate Dress Code & Standards to Support Infection Control Practices	
Policy Owner:	Occupational Health, Safety and Wellness	
Approval By:	CEO	
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POLICY STATEMENT

The purpose of the dress code policy is to establish equitable standards for dress throughout all areas of the hospital. Standards of dress are based on three principles:

1. Infection control
2. Employee safety and risk
3. Professional image of the organization

DEFINITIONS

Appropriate	Suitable or fitting for a particular purpose, person and/or occasion
Clinical Area	Any area of the hospital where patient care is performed
Image	The personality presented to the public by a person or organization
Professional	Conforming to the standards of skill, competence, or character normally expected of a properly qualified and experienced person in a work environment
Standard	Rule or principle that is used as a basis for judgment

PROCEDURE

STEGH employees, volunteers and physicians will maintain a professional, well-groomed appearance at work. As part of our commitment to be competent, caring, and professional and to earn the confidence and respect of those we serve, we adhere to appropriate clothing and grooming standards. All employees are required to maintain standards of dress, conduct, appearance and excellent hygiene, reflective of a health care work environment and job activities. The standard of dress, hygiene and safety in each area must comply with Occupational Health and Safety Regulations and the Infection Control Standards of the organization. Managers may require additional departmental standards of clothing, uniforms, jewelry, footwear or other attire standards related to requirements in the specific work area.

All persons associated with the hospital, while on hospital premises, are required to identify themselves by wearing the organizations' security identification badge and ensure that it is visible at all times. Refer to [Identification Badge Policy](#).

All workers are responsible to adhere to the Corporate Dress Code policy and departmental dress standards and/or uniform policies.

Managers/supervisors will discuss the Corporate Dress Code policy and specific departmental standards with new employees at the time of hire. Managers/supervisors will ensure staff are compliant with this policy and will address non-compliance through coaching and progressive discipline.

The Chief of Staff will provide this policy to physicians during the initial credentialing process.

1.0 GENERAL REQUIREMENTS – ALL STAFF

1.1 Clothing

1.1.1 All clothing is to be clean, neat, well fitted and in good repair. Exposed undergarments are not acceptable. Clothing should be non-revealing. Shorts, skirts and dresses must be no shorter than two inches above knee. Bandanas, hats and caps are not permitted, except where required and/or necessary for completion of job duties.

1.1.2. All additional specific departmental dress standards must be followed i.e., steel toe safety boots/shoes, hairnets, etc.

1.1.3. Staff must not wear scrubs or uniforms outside of hospital property. Staff are to wear street clothes to work, change into their scrubs or uniform at work, and change back into street clothes when leaving the hospital or at the end of shift.

1.2 Footwear

Footwear must be clean, non-slip, in good repair, and appropriate for the work area. Footwear must meet individual departmental safety standards. Open-toed shoes are acceptable as long as they look professional and are not worn in patient care areas. The following are not appropriate footwear for the workplace: slippers, flip-flops, beach shoes, heel height greater than 2.5 inches and work boots (unless required for specific duties). All employees must wear closed-toe shoes when entering a clinical area or a department requiring closed-toe shoes.

1.3 Tattoos/Body Art

In projecting a professional image, body art/tattoos that may be considered offensive to the public must be covered.

1.4 Hair

Hair must be clean and neatly combed. For employees who are involved in direct patient care or performing medical tests, long hair must be tied back neatly.

1.5 Fingernails

Fingernails are to be clean, short and tidy. Nail polish, if worn, must be fresh and free of cracks or chips. Artificial nails, gel nails, nail decals and nail embellishments are not permitted.

1.6 Jewelry

Jewelry that may present a hazard must be suitably confined. Jewelry such as rings and bracelets must not hinder the effectiveness or ability to perform proper hand hygiene.

1.7 Fragrance/Scent-Free

Personal scents are not permitted as they can cause headaches, nausea or respiratory distress for individuals who are compromised, ill or sensitive to the stimulus of scents or chemicals. Refer to [Fragrance Controlled Workplace Policy](#).

1.8 **Volunteers**

Each volunteer is assigned a jacket or vest, which must be worn while on duty as a volunteer.

2.0 **CLINICAL AREA GUIDELINES - FOR ALL STAFF WORKING ON OR ENTERING A CLINICAL AREA**

In addition to the above standards, the following are applicable to all staff who are **working** on a clinical area, as well as all staff members who **enter** a clinical area:

2.1 **Uniforms and Clothing**

Uniforms must be clean and fit properly, allowing for ease of movement. The employer, in certain departments, provides uniforms. The immediate supervisor instructs employees regarding specific uniform requirements.

Staff who work in *clinical areas and interact with patients*, and are not required to wear uniforms must bring a separate set of clothing to work to be worn at work. The clothing worn at work will not be worn outside of Hospital property.

Staff are to take their soiled uniform home in a bag and only wear work shoes at work. Staff are to speak to their leader if a locker is required to enable the required practice.

2.2 Hospital greens are supplied to the hospital on a rental basis and are only to be worn in the hospital (not off STEGH property) by the following specific departments:

- Emergency Department Physicians
- OR
- Cardio Respiratory
- Some areas of Diagnostic Imaging, including Nuclear Medicine
- Biomedical
- Medical Device Reprocessing Department

2.3 **Inadvertent Uniform Contamination**

If a worker's uniform becomes contaminated with suspected/confirmed infectious microorganisms, visible blood, or body fluids during the course of their workday, it is the worker's accountability to change their uniform as soon as possible. This is to be done in a manner where the worker takes precautions to reduce the risk of cross contamination from their visibly soiled clothing to their clean attire, or to their own skin or mucous membranes. Examples when this would apply include entering an isolation room without required PPE, or inadvertent fecal sprays from a patient experiencing uncontrolled diarrhea.

2.4 **Jewelry**

A ring, if worn, is limited to a single smooth wedding band without projections or mounted stones. A watch, if worn, should not be manipulated or touched and must be cleanable. This is based on the three principles of infection control, employee safety/risk and professional image. Dangling necklaces, earrings, bracelets or any other jewelry that may impede patient care or safety of the employee are not permitted.

It is preferred that medical alert necklaces be utilized or that medical alert bracelets are attached to a short neck chain.

2.5 **Bare Below the Elbows**

Items of clothing must not descend below the elbow. Long sleeves must be rolled up. Wristwatches and activity trackers may be worn if they are cleanable and do not interfere with, or hinder, the effectiveness of proper hand hygiene. Bracelets are not to be worn.

2.6 **Footwear**

Footwear must be clean, non-slip, in good repair, and appropriate for the work area. Closed-toe shoes are required.

3.0 **GUIDING PRINCIPLES**

3.1 **Infection Control**

Patients, staff and their families are placed at risk when infection control processes are not followed. STEGH is committed to reducing the risk of transfer of infectious organisms to patients, employees and their families.

3.2 **Employee Safety & Risk**

Employees are at risk of injury without the appropriate use of attire, footwear and other protective measures. STEGH is committed to taking the necessary steps to reduce the risk of injury to employees.

3.3 **Professional Image**

Patient and community confidence is affected by the personal appearance of those providing care and those who support them. STEGH is committed to providing those we care for with an image that reflects the expertise and professionalism that we possess.

REFERENCES

[Fragrance Controlled Workplace Policy](#)

[Identification Badge Policy](#)

[Corrective Action \(Employee\) Policy](#)

[Operating Room Dress Code Policy](#)

[Hand-Hygiene Policy](#)

[Occupational Health and Safety Act, Ontario Regulation, Health Care and Residential Facilities](#)

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[William E. Trick,¹ Michael O. Vernon,^{2,3} Robert A. Hayes,² Catherine Nathan,² Thomas W. Rice,² Brian J. Peterson,^{2,3} John Segreti,^{3,4} Sharon F. Welbel,^{2,3,4} Steven L. Solomon,¹ and Robert A. Weinstein^{2,3,4} \(2003\) Impact of Ring Wearing on Hand Contamination and Comparison of Hand Hygiene Agents in a Hospital](#)