

**POLICY/PROCEDURE TITLE:HR-Dress Code**

**CATEGORY: Human Resources**

**LAST APPROVAL DATE: 5/13**

---

---

**SUB-CATEGORY: Human Resources**

**ORIGINAL DATE: 6/18/95**

**COVERAGE:**

El Camino Hospital employees, students, interns, contracted employees and temporary staff in patient care areas and non-patient care areas (“covered personnel”).

**PURPOSE:**

It is the purpose of this policy to help define dress and grooming guidelines that are appropriate to the work situation. In general, dress and appearance should reflect a professional image to patients and the public. It is also the purpose of this policy to regulate certain aspects of dress and grooming as they relate to covered personnel and patient safety, infection control, and to abide by any related state or federal laws or any department specific policies that are in place.

**STATEMENT:**

El Camino Hospital expects all covered personnel to follow policy and maintain a professional appearance to patients and the public in the areas of general appearance, skin and nails, perfumes, colognes and makeup, jewelry, hospital identification and attire. All covered personnel are expected to abide by any department specific policies addressing dress codes. This policy is applicable to whenever any covered personnel are acting in any official capacity as a representative of El Camino Hospital. Exceptions may be made on a case by case basis for medical, safety, religious, or cultural reasons.

**PROCEDURE:**

Policy:

1. General Appearance  
It is expected that all covered personnel in every department will present with a clean and well-groomed appearance, and will maintain good personal hygiene, and cleanliness.
- a. Hair
  - 1) Hair shall be worn with a clean, neat and well-groomed appearance.
  - 2) Hair dyed or highlighted in colors such as blue, green, pink or purple is not allowed.
  - 3) Hair should be pulled back or restrained as appropriate for safety and infection control in the work area.

**POLICY/PROCEDURE TITLE:HR-Dress Code**

---

- 4) Beards, sideburns and moustaches are to be kept neat and trimmed.
  - 5) No hats, bandannas, sweatbands or headgear, including earphones, auditory media, etc., may be worn unless required for medical, safety, religious or cultural reasons, or as part of a uniform or for work duties, or as is otherwise issued by the hospital.
- b. Skin and Nails
- 1) Hands and fingernails are to be clean with nails neatly trimmed.
  - 2) Artificial nails are not to be worn by any personnel providing direct patient care.
- c. Perfumes, Colognes and Scented Lotions
- 1) Perfumes, scented after-shave and colognes are prohibited.
  - 2) Other scented materials (lotions, laundry additives, scented deodorants etc.) should be used conservatively and in a manner that is considerate of coworkers, patients, and to the public.
- d. Jewelry
- 1) Jewelry worn should be professional and should compliment the covered personnel's wearing apparel.
  - 2) Promotional buttons with wording are discouraged unless professionally related.
  - 3) Jewelry should not compromise direct patient care activities or the covered personnel's job duties. Patient care providers may not wear bracelets, (except Medical Alert bracelets), or large hoop earrings and are limited to two rings worn on fingers.
  - 4) Visible body piercing jewelry in areas other than the ear are not allowed.
- e. Hospital Identification
- 1) All personnel required to wear a badge in accordance with [Environment of Care Policy 2.14](#), Identification of Patients, Staff, Vendors & Contractors, such as employees, volunteers, contractors, students, clinical instructors and bargaining unit representatives are required to wear the picture identification badge issued by the Security Department and to follow the policy restrictions as set forth in this section. (See EOC ((Safety)) [Policies 2.12, Access Control, and 2.14 Identification of Patients, Staff, Vendors & Contractors](#)).
  - 2) The identification badge must be worn face up, above the waist, and should be clearly visible to patients, covered personnel and visitors.
  - 3) Identification badges are to be worn at all times while on duty, including entering and leaving the facility before or after a shift, or while acting in any

**POLICY/PROCEDURE TITLE:HR-Dress Code**

- 
- official capacity requiring the identification badge to be worn. Identification badges that are unreadable due to wear and tear are to be replaced by security.
- 4) Any covered personnel, volunteer, contractor, vendor, student, medical staff or bargaining unit representative who refuses to present their identification badge upon request will not be allowed access to the facility until such time that it is presented. Refusal to present an identification badge may result in corrective action being taken up to and including termination, or other action such as barring future access to the facility in an official capacity.
  - 5) Badges shall not be defaced by placing any material over the identification features of the badge.
- f. **Pagers and Cell Phones**  
Pagers and cell phones, including hands free devices (except Vocera), must be worn where they are not visible and must be maintained in a silent or vibrate mode only so as not to be audible by anyone else. Phones in hip holsters may be worn in non-patient care areas. These devices shall not be used, including texting, for personal business while covered personnel are on shift except during break times.
- g. **Tattoos or Body Art**  
Tattoos or body art should be covered for covered personnel who come into contact with patients, families, or visitors.
2. **Attire**  
Clothing/Uniforms/Scrubs should fit properly, be freshly laundered or cleaned, and should not show excessive wear. Attire should be appropriate for the work that is performed and for the area in which the covered personnel works. Attire with large lettering, logos or slogans is discouraged unless professionally related. The following is intended as guidelines for determining what is or is not acceptable.
- a. Uniforms and scrubs provided and maintained by El Camino Hospital shall not be worn to and from work, but shall remain on El Camino Hospital premises unless specifically provided otherwise in Section E of this Policy, “Addendum Department Guidelines”.
  - b. **Pants/Skirts:** Jeans or denim skirts are not permissible unless approved for special occasions by a member of management. Short pants or short skirts for covered personnel working in patient care areas are not allowed.
  - c. **Shirts:** Sweatshirts, T-shirts, midriff/crop or short tops and/or tight fitting or revealing tops are not permissible unless otherwise covered by scrubs or other acceptable outerwear. This includes not wearing ball caps or hoods on a sweatshirt while working.
  - d. **Footwear:** 1) Any covered personnel who handles/comes into contact with/ or works directly with blood or body fluids, or who performs work related tasks

**POLICY/PROCEDURE TITLE:HR-Dress Code**

---

in patient care areas must wear hosiery or socks. In addition, outer footwear must cover the foot with the exception of the heel and must adequately protect covered personnel's safety. Outer footwear that is not deemed acceptable includes any shoes with holes in them (whether by design or wear and tear, this includes Crocs), no sandals or flip-flops. 2) Covered personnel who does not handle/come into contact with/ or work directly with blood or body fluids, or who performs work related tasks in patient care areas is expected to wear footwear that is clean and in good condition and is consistent with the purpose of this policy.

E. Addendum Departmental Guidelines:

Since work locations and conditions vary, individual managers may develop and implement an addendum to the general guidelines set forth in this policy. Addendum departmental guidelines will be developed where operational necessity, or where covered personnel or patient safety and welfare necessitates special grooming or attire by departmental personnel. Addendums to the Dress Code Policies and Procedures require review and approval of a member of management.

F. Responsibility:

1. It is the responsibility of the Manager and the appropriate Director to assure that this policy, as well as the addendum departmental guidelines are observed by covered personnel in the department.
2. Upon approval of the addendum department guidelines, the manager will review such guidelines with covered personnel to assure understanding and to provide clarification of any area subject to interpretation.
3. Guidelines will be reviewed by the manager with all new covered personnel during the orientation and provisional period.
4. Managers will give a copy of the addendum departmental guidelines to each new covered personnel.

G. Procedure:

If covered personnel reports for work dressed or groomed in violation of this policy, the supervisor may direct the covered personnel to return home to change clothes or take other appropriate corrective action. The covered personnel will not be compensated during such time away from work, and repeated violations of this policy will be cause for disciplinary action. See Human Resources Policies & Procedures [7.01 Discipline and Discharge Policy](#).

**POLICY/PROCEDURE TITLE:HR-Dress Code**

---

<b>APPROVAL</b>	<b>APPROVAL DATES</b>
Originating Committee or UPC Committee:	05/13
_____ Medical Committee (if applicable):	
ePolicy Committee: <b>(Please don't remove this line)</b>	
Pharmacy and Therapeutics (if applicable):	
Medical Executive Committee:	
Board of Directors:	

Historical Approvals: 6/18/95, 5/1/98, 8/99, 3/01 (formerly numbered 4.00), 11/03, 12/06, 05/10, 11/12, 05/13