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Policy Area Human Resources  
Applicability Valley Health System - System Wide

## Dress Code, HR 506

### PURPOSE

Personal appearance plays an essential role in the public's perception of healthcare workers and healthcare as a profession. In almost no other business are personal dress, cleanliness, conduct and appearance as relevant as they are in the healthcare field. Therefore, all employees of Valley Health are expected to maintain a well-groomed, professional appearance which creates a favorable impression and consistently conveys to patients, visitors and colleagues the therapeutic role, professionalism and scope of responsibility.

### POLICY

- A. The Valley Health dress code applies to all employees of Valley Health System. All employees are to present a neat, clean, well-groomed professional appearance consistent with the dignity of the healthcare profession at all times including attendance at meetings, seminars and conferences.
- B. All employees will follow general standards while on duty as well as role specific uniform and safety requirements at all times.
- C. Note: Consultants and temporary staff who represent VHS on our premises are required to adhere to the policy as appropriate.

# GENERAL STANDARDS

## All Valley Health System Staff

- A. Clothing must be modest, reasonably fitted, and allow comfortable ease of movement. Clothing must be clean, neat, stain free, and in good repair. Hemlines and pants cuffs should not be frayed and/or dirty.
- B. Professional looking slacks made of dress material that are at mid-calf to ankle length may be worn by women. Casual trousers referred to as Capris are prohibited except as specifically defined under the ADDENDUM.
- C. No visible underclothing or transparent outer clothing is permitted.
- D. Hats, caps, bandanas and other head coverings are not permitted except for medical conditions which have been approved by the staff member's health care provider, for safety purposes, for established religious customs that have been approved by the Human Resources Department, or are part of a uniform required by VHS.
- E. Employee identification badges shall be worn at all times during work hours and in the following manner: prominently displayed with photograph side visible; worn on the lapel or chest; pins, stickers, etc. shall not cover any printed information or the photograph on the badge. Identification badge with large print title will be visible to patients, colleagues, family and visitors at all times. Failure to do so will result in corrective action up to and including termination of employment. Employees who forget their identification badge will be required to notify their Department Director or designee who will request a replacement badge utilizing the [Temporary Identification Badge Request Form](#). Employees requesting a replacement identification badge due to loss or destruction of the original badge will be required to pay a \$10.00 replacement fee.
- F. Shoes are to be neat, clean and project a professional image. Flip-flops, plastic beach wear, and plastic shoes (e.g., plastic clogs) are not permitted.
- G. Cosmetics may be used in moderation. The staff member should use the necessary precautions with regular bathing, deodorants and good dental hygiene to avoid offending patients and staff with body and breath odors.
- H. Colognes, perfumes, scented powders, creams and offensive odors are not permitted.
  - I. Staff with visible body art that depict offensive or controversial language or images (e.g., skulls, snakes, nudity, political affiliation, illegal substances, weapons, and excessive body art on legs, neck, face and arms such as full and half sleeves) will be required to cover them with the appropriate uniform, clothing, or material (e.g. bandage or other dressing) unless such covering creates a safety or infection control concern.
- J. No bare midsection of the body.
- K. No visible anterior or posterior cleavage.
- L. No revealing sleeveless tops, tank tops, or see through tops without an over shirt/jacket. Appropriate sleeveless business attire is permitted.
- M. Wearing of pierced earrings is limited to two piercings per ear; earrings may not touch the shoulder. Visible body piercing is not permitted and must be removed or covered if unable to

remove. Tongue piercings must be removed and replaced with a clear plastic stud. Dark gauges are not permissible, only clear gauges can be worn during work hours or must be covered. Gauges exceeding 1/2 inch in diameter must be covered.

- N. Hair (including facial hair) must be clean, neat, and contained in such a manner that it does not come in contact with patients. No unnatural hair color such as blue, fuchsia or green is permitted.
- O. Denim may be permitted as approved by the entity senior leadership team member. No wearing of sweatshirts, hoodies, sweatpants, and sleepwear during the work shift.
- P. Personalization of department specific uniforms is not permitted (i.e., emblems, patches, sequins, etc.).
- Q. Costumes are not permitted on Halloween.
  - 1. Note: Exceptions to item Q: Staff in Residential Care Units and VHS Child Care Center may wear appropriate costumes.

## **Staff in Direct Patient Care Areas**

Staff in direct patient care areas has additional requirements and/or restrictions as defined below:

- A. Fingernails must be kept short, clean and manicured. Nail length should not extend beyond the fingertips. Artificial nails including acrylic, silk, gel, overlay and wrap are prohibited for staff providing bedside/ hands-on patient care. Artificial nails harbor organisms and prevent effective hand antisepsis. Nail polish, if used, should not be chipped.
- B. Jewelry is limited to a watch, ring set, necklace and earrings. Rings harbor organisms that cannot be removed during hand washing. The risk of infection is raised exponentially in relation to the number of rings worn. Wearing of pierced earrings is limited to a maximum of two (2) piercings per ear and no larger than 1 inch in diameter or dangle more than 1 inch.
- C. Hair is to be pulled back from the face and shoulders.
- D. Socks or stockings must be worn with clean, closed toe shoes. Shoes are to be neat and clean, and are to have solid tops for safety. Tennis shoes (leather or vinyl) and "croc-like" shoes are permitted in the clinical areas; however, they must be solid; "jibbitz" or filling of the holes is not permitted.
- E. Fleece jackets may be worn upon approval from department leadership and entity-specific senior leadership team member.
  - 1. Logos embroidered on fleece jackets must conform to the VHS branding standards and must be approved by entity-specific senior leadership.
- F. Jackets or lab coats tied around one's waist are not permissible.
- G. Staff in specialty areas who are required to wear hospital-owned scrubs will continue to wear hospital-owned scrubs in accordance with the policies in those departments. Please note: In normal situations, hospital-owned scrubs cannot be worn to the hospital from home, nor should they be worn home from the hospital. However, if the staff member's clothing is damaged while at work, with approval from management, the staff member may wear scrubs home with the provision that they return them back to the hospital during their next scheduled shift.

- H. Employees who routinely access patient care areas or interact with patients on a regular basis must follow these guidelines to ensure proper infection control and safety procedures are followed.

## Accountability

- A. Valley Health has developed this dress code based on internal and external research, evidence based practice and scientific rationale.
- B. The entity senior leadership team member retains the discretionary authority to determine whether a staff member's appearance is in compliance with the dress code.
- C. The entity senior leadership team member retains discretionary authority to determine if the staff member may be subject to corrective action for failure to abide by the dress code.
- D. Violations of the dress code policy will be addressed as prescribed in [HR 501 Corrective Action/Work Rules Policy](#).
- E. The attached Addendum highlights hospital-based, long-term care and physician practice nursing; ancillary; and support uniforms.

## ADDENDUM

### Nursing Department Role Specific Uniform Requirements

#### RN Uniform:

- A. All RNs will wear solid navy blue scrub pants and scrub tops; white scrub tops and pants are optional
- B. Scrub jackets or lab coats are optional, but must be navy blue or white
- C. Contrast decorative piping is allowed, can be ceil blue or white.
- D. A navy blue or white undershirt (long sleeve or short sleeve T shirt, with a crew or turtle neck) may be worn under the scrub top (no print short or long-sleeved undershirt can be worn).
- E. Pediatric Unit (not nursery or NICU) may wear a child friendly print scrub TOP that compliments the navy or white scrub pants.
- F. For RN positions that are not providing direct patient care there is the option to wear professional dress with or without a lab coat.

#### LPN Uniform:

- A. All LPNs will wear solid ceil blue scrub pants and scrub tops; LPNs may wear white scrub **pants** which are optional (NO WHITE SCRUB TOPS will be permissible)
- B. Scrub jackets or lab coats are optional, but must be ceil blue (NO WHITE SCRUB jacket or lab coats will be permissible)
- C. Contrast decorative piping is allowed, but can only be navy blue or white.
- D. A ceil blue or white undershirt (long sleeve or short sleeve T shirt, with a crew or turtle neck) may be worn **under the ceil blue scrub top only** (no print short or long-sleeved undershirt can be worn).

- E. Pediatric Unit (not nursery or NICU) may wear a child friendly print scrub TOP that compliments ceil blue scrub pants.

### **Nursing Support/Tech Uniform:**

- A. All staff members will wear solid wine scrub pants and scrub tops (NO WHITE scrub pants or scrub tops will be permissible).
- B. Contrast decorative piping is allowed, but can only be black.
- C. Scrub jackets or lab coats are optional, but must be wine (NO WHITE SCRUB jacket or lab coats will be permissible)
- D. A wine, pink, gray or black undershirt (long sleeve or short sleeve T shirt, with a crew or turtle neck) may be **worn under the wine scrub top only** (no white or print short or long-sleeved undershirt can be worn).
- E. For staff members on the Pediatric Unit child friendly scrub tops are NOT permissible and staff members must wear uniform requirements.

### **Nursing Clerical Support Uniform:**

- A. All staff members will wear khaki jackets, may be long sleeve or short sleeve. Jackets must be worn while in patient care areas.
- B. Black pants
- C. Top is at the staff member's choice but must be in accordance with the general standards (No bare midsection of the body, visible anterior or posterior cleavage, sleeveless tops, tank tops or see through tops without an over shirt/jacket).
- D. No scrub tops or pants are permissible

## **Lynn Care Center at WMH – Clinical Nursing Staff Uniform Requirements:**

- A. All clinical nursing staff will wear uniforms/scrubs that are appropriate for the long term care setting. They may be plain, multicolored, or patterned but not of any offensive nature (i.e. - camouflage color) and comply with the general Valley Health standards.
- B. Long pants or skirts; no shorts or rolled up pant legs.

## **Valley Physician Enterprise – Clinical Nursing Staff Uniform Requirements:**

- A. All clinical nursing staff will wear khaki scrub pants and scrub top of their choice.
- B. Scrub jackets or lab coats are optional, but must be khaki or white.
- C. An undershirt (long sleeve or short sleeve T-shirt, with a crew or turtle neck) may be worn under the scrub top (no printed, short or long sleeved, undershirt can be worn).

# Non-Nursing Department Role Specific Uniform Requirements

## Support Services (WMC):

Includes the following WMC departments only: Housekeeping, Linen, Floor Crew, Mailroom, Nutrition Services, Patient Transport

- A. Undershirt color options for Support Services staff: black, gray, white. May be long sleeve or short sleeve. Must be free of graphics.
- B. Slip resistant shoes are required.

## Housekeeping

- A. Olive green scrub tops and black bottoms are to be worn.
- B. Scrub jacket may also be worn in olive green.

## Linen

- A. Turquoise scrub top and black bottoms are to be worn.
- B. Scrub jacket may be worn in turquoise.

## Dispatch/Central Supply:

- A. All employees will wear grape colored scrub tops and bottoms.
- B. Grape scrub jackets may also be worn.
- C. Undershirt color options: black, gray, white (white may be short sleeves only)

## Laboratory:

- A. All laboratory staff will wear the same uniforms; gray colored matching scrub tops and bottoms
- B. Undershirt color options: black, gray, white
- C. Laboratory Leadership Team may wear professional attire when not scheduled to work in clinical areas (ex: scheduled desk days)

## Diagnostic Services:

(includes Medical Imaging, Heart & Vascular, Neurodiagnostic and Sleep Services)

- A. Radiologic Technologists in all imaging modalities, CV Techs, Neurodiagnostic Techs and Sleep Techs to wear Caribbean blue scrub tops and bottoms. Lab coats may be worn if desired.
- B. Imaging Associates and Tech Aides to wear Caribbean blue scrub tops with charcoal (dark gray) scrub bottoms.

- C. Undershirt color options: black, gray, white
- D. Clerical/Registration staff to wear uniform consistent with Patient Access Team uniform

## **Nutrition Services:**

- A. Food Service Associates: Red polo style or scrub tops and black pants
- B. Kitchen Staff: Black chef coat, red polo style or scrub tops and black scrub bottoms
- C. Hospitality Associate – Patient Services: Red polo style or scrub tops and black pants
- D. Hospitality Associate – Retail: Red polo style tops and black pants

## **Patient Access/Clerical Support:**

- A. Patient Access/Clerical Support staff will wear blue polo shirts provided by Valley Health and black pants (skirts may be worn depending on the work environment and safety requirements).
- B. Unit Leader staff will wear blue polo shirts that are provided by Valley Health and black pants.
- C. Pants must meet professional standards and must be considered "slacks". Cargo pants and sweatpants are not acceptable. Jeans may be permitted with the approval of department senior leadership.
- D. Undershirt color options for both Support Services staff and Unit Leader staff: black, white. May be long sleeve or short sleeve. Must be free of graphics.
- E. A business casual black blazer/jacket is permitted

## **Patient Transport:**

- A. Teal top with black scrub bottoms are to be worn.
- B. Matching teal jacket may be worn.

## **Pharmacy:**

- A. Pharmacy techs to wear chocolate scrub tops and bottoms. Matching chocolate scrub jackets may also be worn.
- B. Pharmacists to wear chocolate scrub top and bottom with white lab coat or professional dress and white lab coat
- C. Undershirt color options: white, tan, chocolate and black

## **Rehab Services:**

- A. Therapists, Assistants and Aides will wear either black scrub top and bottom or a black professional top approved by department and black, tan, or gray bottom.
- B. White lab coats may also be worn by therapists over black top.
- C. Assistants and aides may wear black lab coat.
- D. Undershirt color options: black, gray, white

## Respiratory Services:

- A. Hunter green scrub top and bottom
- B. RT Techs/Aides will wear hunter green tops and black scrub bottoms
- C. Undershirt color options: black, gray, white

## Security Management:

Refer to Security Management Policy - SSMP/P 04

## VRE, Home Health and Wellness Role Specific Uniform Requirements

### Valley Medical Transport:

- A. Field staff: approved uniform is to be worn at all times (navy blue pants and polo shirt).  
May 1<sup>st</sup> – September 30<sup>th</sup>: staff may wear approved shorts length just above the knee **and** loose fitting.
- B. Dispatch staff: uniform shirt must be worn at all times.
- C. Outerwear provided (either medium weight navy blue fleece jacket or vest, or heavy weight coat).
- D. A billed cap is optional and furnished by Valley Medical Transport.
- E. Field staff must wear black rubber sole boot or shoe with leather upper having, at a minimum, a toe area that is able to be polished (partially canvas uppers are permissible) are required.
- F. Socks must be black or navy blue.
- G. Black plain leather uniform belt. **Belts must be worn at ALL times.**

### Wellness Centers:

- A. **Fitness Programs:** polo or collared shirt, with only one button undone with khaki or black dress pant.  
May 1<sup>st</sup> – September 30<sup>th</sup>: staff may wear khaki or black Capri pants\*.
- B. Fitness staff: may wear black exercise pants instead of dress pants  
May 1<sup>st</sup> – September 30<sup>th</sup>: black or khaki shorts length just above the knee **and** loose fitting
- C. Lifeguards: provided T-shirt with black, khaki, or red shorts (length just above the knee **and** loose fitting) – or center provided swim suits.

### Home Health:

Field staff: between May 1<sup>st</sup> – September 30<sup>th</sup> staff will be allowed to wear Capri pants\* in the appropriate color for their position.



## Valley Pharmacy:

- A. Pharmacists: polo shirt (Valley Pharmacy shirt or button down) and lab coat.
- B. Pharmacy Techs: Valley Pharmacy provided uniform polo
- C. Pharmacy Delivery Techs: Valley Pharmacy provided uniform polo  
May 1<sup>st</sup> – September 30<sup>th</sup>: staff may wear approved shorts (length just above the knee **and** loose fitting).

## Urgent Care/Quick Care/Occupational Health:

- A. Registration Specialists: Blue collared shirt – three quarter length with logo. Black dress pants.
- B. Approved identification badges must be worn

**(\*): Capri pants are defined as casual trousers that end above the ankle and below the knee. They must be loose fitting to accommodate movement required when involved with patient care.**

**Agency Staff are required to wear department specific uniforms during work hours.**

## Seasonal Scrubs:

- A. If staff chooses to wear a seasonal scrub top, ONLY the following holidays are approved: Easter Sunday, 4<sup>th</sup> of July, Halloween Day, Thanksgiving Day and week of Christmas including Christmas Day (December 19 – 25). The seasonal top must compliment the designated role specific color of the uniform and may be worn the day of the holiday only, excluding Christmas. Seasonal scrubs tops need to be upbeat, no skulls, blood dripping figures, etc. Halloween costumes are not permitted.
- B. Employees who wear hospital-owned uniforms are not permitted to wear seasonal attire unless approved by their Department Director/Manager.
- C. Individuals not wearing uniforms may wear holiday attire. Costumes are not permitted on Halloween.

## Departments Not Listed:

- A. If a department's uniform is not listed in the policy or they do not have a department-specific exception they cannot wear scrubs. Instead they would wear business attire and follow the policy.
- B. Departments wanting to wear scrubs need to contact their entity senior leadership team member regarding approval of the selection and color(s) specific to their department.

## All Revision Dates

03/2022, 02/2021, 02/2019, 01/2019, 11/2018, 02/2016, 11/2014, 10/2012, 11/2011, 09/2011, 06/2011, 03/2008, 05/2005

## Approval Signatures

Step Description	Approver	Date
	Elizabeth Savage: CHIEF HUMAN RESOURCES OFFICER	03/2022
	Mary Roxer: Vice President Total Rewards and HR Operations	03/2022