



CARSON TAHOE
— HEALTH —

Title: Dress Code Caregiver ID	
Author: Vice-President / Chief People Resources Officer	Effective Date: 11/1/2022
Approval: Vice-President / Chief People Resources Officer	Next Review Due Date: 11/1/2025
Document Description: Policy and Procedure	Replaces: 1/1/2022
Includes: Carson Tahoe Health System; Carson Tahoe Regional Medical Center; Carson Tahoe Continuing Care; Carson Tahoe Medical Group	
Policy Committee Approval Date: 11/10/2022	

POLICY:

This policy defines the expectations of Carson Tahoe Health System (CTHS) employees and volunteers in relation to dress, appearance and hygiene.

PURPOSE:

CTHS employees and volunteers contribute to the culture and reputation in the way they present themselves. A professional appearance is essential to a favorable impression with patients, visitors and families. Good hygiene and appropriate dress reflect employee pride and inspire hope and build trust with patients, visitors and families.

PROCEDURE:

CTHS managers are expected to ensure appropriateness in employee and volunteer dress, appearance and hygiene. Employee and volunteers who do not meet a professional standard may be sent home to change. Non-exempt employees will not be paid for that time off. Reasonable accommodations will be made whenever possible.

1. Caregiver Identification Program
 - 1.1. Employees and volunteers who have regular contact with patients, families and visitors participate in the Caregiver Identification Program. These employees and volunteers will be provided uniforms from the following categories:
 - 1.1.1. Nursing – Caribbean Blue Scrubs
 - 1.1.2. CNA, MA, ER Techs – Grey Scrubs
 - 1.1.3. Ancillary Services - Green Scrubs
 - 1.1.4. Housekeeping – Black bottoms and blue tops
 - 1.1.5. Non-Clinical Professional Staff – Navy Blue Professional Tops / Polos
 - 1.1.6. Kitchen and Starbucks – Black tops and bottoms
 - 1.1.7. Physicians, PA's and NP's - Navy Blue Scrubs
 - 1.1.8. Volunteers – Royal Blue Tops / Polos
 - 1.2. For warmth employees and volunteers may wear:
 - 1.2.3 A long sleeve black, white or beige shirt under scrub tops (Clinical Employees)
 - 1.2.4 CTH Scrub Jacket (Clinical Employees)

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

- 1.2.4.1 Employees are allowed to wear approved logo wear jackets, sweatshirts and hoodies (with approval of Executive Team), over the top of their scrubs when appropriate.
 - 1.2.5 CTH Fleece, Jacket or Vest (Non Clinical Employees)
 - 1.2.6 Non-Clinical employees and volunteers may wear professional sweater or jacket.
 - 1.3. Employees in non-clinical roles and volunteers are to wear professional business-casual attire.
 - 1.4. Employees and volunteers attending meetings or training may wear professional business-casual attire).
 - 1.5. Employees and volunteers provided uniforms will:
 - 1.5.1 Be required to launder their CTHS uniform
 - 1.5.2 Request replacement of uniform if damaged
 - 1.5.3 Only wear CTHS uniform for CTH work purposes
 - 1.6. CTHS will continue to provide scrubs to employees who work in infection controlled areas, i.e. Cath Lab, Perioperative and Women's and Children's.
2. Footwear
- 2.1. Footwear must be worn at all times
 - 2.2. Footwear must be clean and in good condition
 - 2.3. If CTHS footwear has been provided, it must be worn during working hours
 - 2.4. In clinical settings, footwear must cover the feet with no openings
 - 2.5. In patient care areas, socks/hose must be worn
3. Tattoos
- 3.1. Tattoos are acceptable in the workplace and do not need to be covered unless they are inappropriate. Examples of unacceptable tattoos include: nudity, profanity, portrayals of violence or sexual images, or any symbols or language that is in violation with the organization's policies for code of conduct, workplace violence, discrimination, or drug-free workplace.
4. Personal Hygiene
- 4.1. It is expected that employees will maintain personal hygiene while on duty.
 - 4.2. Hair should be neat and clean. Beards and mustaches, when worn, must be trimmed and well-groomed. Hair may be colored. In patient care areas, hair that reaches past the shoulders must be secured away from the face. In areas where law or regulation requires, caps or hairnets must be worn. According to law or regulation, beards may also be required to be covered by hairnets.
 - 4.3. In patient care areas, fingernails must be kept clean and at a length not to impair job duties. Acrylic nails and or nail enhancements including artificial nails, tips, gels, silks or any of these over natural nails are not to be worn in patient care areas. Natural nails must be no longer than ¼ inch and may be polished but the polish must be in good condition (not chipped).

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

5. Staff Working in Business/Office Settings (not included in Caregiver Identification Program)
 - 5.1. Staff who do not provide direct patient care may not wear scrubs.
 - 5.2. Management and professional staff who have patient access are encouraged to wear professional business-casual attire. When representing CTHS at internal or external meetings where the public, community members or other external persons are present, employees and volunteers must adhere to this policy.
 - 5.3. Employees working in a business/office setting must use the following guidelines to define appropriate business-casual attire:
 - 5.3.1. Examples of appropriate business casual attire includes clean jeans, clean pants, dress shirts, polos, blazers, sport coats, blouses, skirts and dresses. To allow for consistency and clarity around the aforementioned caregiver identification program for patient safety, CTH branded t-shirts can be worn only on calendar Fridays or specific hospital sponsored events. CTH branded t-shirts are not allowed on other days.
 - 5.3.2. Examples of appropriate jewelry standards: rings, earrings, medical alert IDs, bracelets, necklaces, and facial piercings that do not present an infection, employee, or patient safety risk. For employee safety reasons, employees should only wear necklaces or lanyards designed to “break away” when tugged or pulled and no hoop jewelry is allowed in areas where there are patients or equipment.
6. Identification Badges
 - 6.1. Identification badges must be worn in a highly visible area (shirt collar- or chest-height or on a breakaway lanyard not below the waist) by all employees while on duty. Badges must be worn on the top-most layer of clothing and not covered by outerwear, such as jackets, hoodies, etc.
7. Face Coverings
 - 7.1. Employees are required to wear face masks in compliance with masking and/or vaccine policy requirements. Face masks must be appropriate, clean, and professional. Employees can refer to the applicable masking or vaccine policy for more detail.
 - 7.2. CTH recognizes that wearing face coverings may not be possible for some people. If you require an accommodation under the Americans with Disabilities Act (ADA), please contact People Resources.
8. Accommodations
 - 8.1. Carson Tahoe Health is committed to a culture of inclusion. To support such a culture, Carson Tahoe Health will work individually with our employees to provide accommodations to our dress code unless the accommodation creates undue hardship. Accommodations include, but are not limited to, those requested due to religious, ethical, or moral belief or practice, cultural belief or practice, medical need, and/or physical ability. To request an accommodation, please contact People Resources.

Printed copies are for reference only. Please refer to the electronic copy for the latest version.