



CARSON TAHOE
— HEALTH —

Title: Dress Code Caregiver ID	
Author: Vice President, Chief Human Resource Officer	Effective Date: 7/18/2018
Approval: Administrative Manager, President/CEO	Review Date: 8/3/2016
Contact: Human Resources	Cancels: 11/13, 8/16
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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 grooming and appropriate dress reflect employee pride and inspire hope and build trust with patient, 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, and non-exempt employee will not be paid for that time off. Reasonable accommodations will be made where required.

Caregiver Identification Program

1. Employees and volunteers with 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;
 - a. Nursing – Caribbean Blue Scrubs
 - b. CNA, MA, ER Techs – Grey Scrubs.
 - c. Ancillary Services - Green Scrubs.
 - d. Non-Clinical Professional Staff – Navy Blue Professional Tops / Polos
 - e. Kitchen and Starbucks – Black tops and bottoms
 - f. Physicians, PA's and NP's - Navy Blue Scrubs
 - g. Volunteers – Royal Blue Tops / Polos
2. For warmth employees and volunteers may wear;

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- a. A long sleeve black, khaki or beige shirt under scrub tops
- b. CTH Scrub Jacket
- c. CTH Fleece
- d. Non Clinical employees and volunteers may wear professional sweater or jacket.

Employees in non-clinical roles and volunteers are to wear professional business-casual attire of pants or skirts black, khaki or beige in color (see table below).

Employees and volunteers attending meetings or training may wear professional business-casual attire (see table below).

Employees and volunteers provided uniforms will;

- a. Be required to launder their CTHS uniform
- b. Request replacement of uniform if damaged
- c. Only wear CTHS uniform for CTH work purposes

CTHS will continue to provide scrubs to employees who work in infection controlled areas i.e. Cath Lab, Peri Operative and Womens and Childrens.

Footwear

1. Footwear must be worn at all times.
2. Footwear must be clean and in good condition.
3. If CTHS footwear has been provided it must be worn during working hours.
4. In clinical settings footwear must cover the feet with no openings.
5. In patient care areas socks/hose must be worn.

Tattoos

All Tattoos that are capable of being covered by clothing must be covered. Tattoos that are not coverable by clothing that are reported to contain profanity or nudity will not be tolerated and the employee will be subject to termination

Personal Hygiene

1. It is expected that employees will maintain personal cleanliness ensuring the absence of mouth and body odor at all times. Excessive use of cosmetics, perfumes, highly scented deodorants, scented hair sprays, powders and scented lotions are not appropriate while on duty.
2. Hair should be neat and clean. Beards and mustaches, when worn, must be trimmed and well-groomed. Hair may be colored, but colors are restricted to natural hair colors no bright colors such as purple, pink, blue green or unnatural red.
3. 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. 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).

Staff Working in Business/Office Settings (not included in Caregiver Identification Program)

1. Staff who do not provide direct patient care shall not wear scrubs.

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2. Management and professional staff who have patient access are encouraged to wear lab coats over their 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.
3. Employees working in a Business / Office setting must use the following guidelines to define appropriate Business-Casual attire;

Appropriate	Inappropriate
Pants	
Dress trousers, tailored pants, Mid-Calf Capris, Khakis	Sweatpants, leggings, exercise wear, shorts, low rise or hip hugger pants, Jeans (unless specific CTH event), denim pants
Shirts	
Dress shirts, CTH Logo Polo, Twill or Fleece, Sport Coat, Blazer, Blouses	Tank Tops, Halter Tops, Low Cut Blouses, Midriff, Crop Top, T- Shirts (unless specific CTH event), Muscle Shirts, Camouflage, Exposed Spaghetti Straps / Bra Straps, Sweatshirts, Denim Jackets, Denim Shirts
Skirts/Dresses	
Just above Knee or below	Mini Skirt, Skorts, Denim Skirts or Dresses unless specific CTH event
Jeans – CTH Specified Event or CTH Foundation Badge Holder	
Clean Jeans	Ripped, Torn or Frayed, Excessively Tight or Revealing, Faded
Jewelry – Patient Care Areas	
Wedding Ring, Studded Earrings, Watch (no dangling pieces), Medical Alert ID, Breakaway necklace	Dangly earrings, bracelets, non-breakaway necklaces
Jewelry – All Employees and Volunteers	
	Eyebrow, Nose or Tongue Rings/Studs, Excessive sized or amounts of Jewelry

Identification Badges

Identification badges must be worn above the waist by all employees while on duty.

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CTH Foundation Badge Holders

Employees who are a;

- a) Star Badge Holder – are entitled to wear appropriate jeans (see above table) and/or the Foundation T Shirt each Friday.
- b) Hexagon Badge Holder – are entitled to wear appropriate jeans (see above table) and/or the Foundation T Shirt the last Friday of each month.

Reasonable Accommodations for Religious Beliefs

CTHS recognizes the importance individually held religious beliefs. CTHS will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace accommodation based on religious beliefs are to contact Human Resources.