
 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p> <p>Policies and Procedures</p>	<p>Department: Human Resources</p>	<p>Policy No.: HR 0013</p>
	<p>Issued by: Vice President & Human Resources Director</p>	<p>Revision No.: NA</p>
<p>Subject: STANDARDS OF DRESS, GROOMING AND RELATED BEHAVIORS</p>	<p>Approved by:  HHSC Board of Directors By: Raymond Ono Its: Secretary/Treasurer</p>	<p>Effective Date: 6/12/08</p>
		<p>Supersedes Policy: NA</p>
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I. PURPOSE:

- A. To establish guidelines or standards for employees, physicians and volunteers that explain appropriate dress and grooming practices for the HHSC workplace.
- B. To comply with system-wide Safety and Infection Control policies regarding personal dress.

II. POLICY:

- A. Employees are expected at all times to present a professional, businesslike image to our customers and to the public.
- B. All employees are expected to be clean and well-groomed at all times. Each should practice good oral and body hygiene.
- C. Hair must be neatly trimmed and must not interfere with job function. Employees working in patient care areas should have their hair pulled back away from their face. Facial hair must be well-trimmed and neat in appearance.
- D. All employees who are on-call and called back may return to work as dressed, to prevent compromise of patient care. These employees, however, must wear a lab coat or covered gown over street clothes, if applicable, and a closed shoe.
- E. Each employee will wear their facility identification badge and identify themselves upon entering a patient's room.
- F. All employees will be permitted to wear costume with their facility identification badge on special occasions (e.g., Halloween, Christmas, etc.) with the prior approval from their immediate supervisor.

III. PROCEDURES:

A. General Guidelines for Grooming and Related Behavior

REQUIRED (or as indicated by department policy below)	ALLOWED (or as indicated by department policy below)	NOT ALLOWED (or as indicated by department policy below)
1. Good hygiene (a clean, odor-free body and clean fingernails)	1. Nail polish	1. Eating in patient care areas and in the presence of visitors or patients (except for courtyards and approved areas and except as permitted by the facility)
2. Clean, neat hair that does not pose a hazard. Patient care areas – hair pulled back away from face and must not come into contact with patient/resident	2. Clean, neatly trimmed beards and mustaches	2. a. Halter tops b. Any facial hair that might compromise effectiveness of any respirator or surgical mask intended to protect the employee or the patients
3. Facility I.D. badge, free of obstruction including, but not limited to, stickers or pins, with name and photo visible	3. Tasteful jewelry that does not interfere with work/safety/patient care (individuals wearing excessive amounts of jewelry may be asked to remove them if deemed inappropriate by their manager)	3. Mini skirts
4. Clean shoes in good condition	4. Dresses, skirts, blouses, jackets, dress pants, uniforms, muumuus	4 a. Casual shorts not higher than 2 inches above the knee or as permitted by the manager b. Translucent or sheer outer garments unless worn over an opaque shirt or top
5. Must wear appropriate undergarments	5. Dress/alooha shirts	5. Mini culottes
	6. Closed or back-strap shoes	6. Skirts with slits higher than 2" above the knee
	7. Polo shirts	7. Skin tight jeans/pants/skirts
	8. Dress slacks/trousers, full length jeans in good condition (without visible holes, tears, frayed edges and stains)	8. Exercise pants/leggings/outfits
	9. Sequined blouses in good Taste	9. Beachwear
	10. Dress, athletic shoes	10. Bare feet and/or slippers without permission to prevent injury
	11. Sandals/Birkenstocks	11. Extreme/unnatural hair color (e.g. purple, orange, multi-colored) and/or style
		12. Unusual jewelry, accessories, or piercings (e.g., nose ring/stud)

REQUIRED (or as indicated by department policy below)	ALLOWED (or as indicated by department policy below)	NOT ALLOWED (or as indicated by department policy below)
		13. Dark or brightly colored undergarments that show through sheer or light colored garments
		14. Sundresses with none or narrow straps/backless dresses or tops
		15. Tight tank and leotard-type tops without jackets
		16. Low-cut or backless/strapless tops 17. T-shirts with advertising logos/slogans or that refer to alcohol and/or controlled substances and/or have sexual implications
		18. Lab coats and surgical scrubs by non-clinical employees, unless approved by the supervisor, to avoid confusion of role and profession to patients, residents, and the public

B. Departmental Guidelines:

1. Clinic and Inpatient Nursing and Hospital Specialty Areas

REQUIRED	ALLOWED	NOT ALLOWED
1. Shoes that are comfortable, clean, polished, professional-looking, closed and in good condition	1. Clean uniform dresses, shirts, skirts, trousers or pants in white, pastels, or prints, white uniform jumpsuits and culottes with white/printed/pastel tops.	1. Sleeveless tops unless covered by a lab coat/sweater/jacket 2. High heeled or wedged shoes
3. Stockings or socks: white or solid colored. Hosiery: beige and white (see also Allowed #5)	2. Athletic shoes consistent with requirement #1 and professional clogs with back straps/closed shoe	2. Sweatshirts unless of nursing uniform type
3. Facility-provided commercially laundered scrubs in OR/RR/CS and OB and other apparel approved by supervisor	3. Aloha tops	3. Patient apparel
	4. Sweaters in good condition	4. Jewelry and accessories that are inconsistent with personal hygiene and/or patient safety and/or that give an unprofessional appearance. (No bracelets or

REQUIRED	ALLOWED	NOT ALLOWED
		dangling earrings).
	5. Colored hosiery with street clothes	5. No strong perfumes or heavy makeup
	6. Personally owned surgical scrub outfits except in areas requiring commercially laundered uniforms	6. Shoes with open toes or rubber slippers or sandals
	7. Subdued nail polish	7. Worn, chipped or dark nail polish
	8. Nurse Practitioners and Clinical Nurse Specialists: conservative street clothes with lab coat and ID	8. Costumes for routine patient care. Costumes and makeup only allowed during special function or contest
	9. Small rings that do not interfere with patient care	9. Fingernails longer than 1/8" past the fingertip
	10. Hospital: one or two chains up to 18" long and choker necklaces (chains shall be put inside clothing and shall not dangle or touch patient or resident)	10. Artificial nails
	11. Wristwatch or pin watch	
	12. Nursing school pin	
	13. Street clothes coming on and off duty should be of style befitting a professional	

2. Environmental Services, Housekeeping

REQUIRED	ALLOWED	NOT ALLOWED
1. Solid colored slacks	1. Surgical scrubs	1. Sweatshirts
2. Hip length uniform tops with sleeves (pocket recommended)	2.a. Jeans – neat, in good condition, and appropriate length b. Bermuda shorts as permitted by individual facilities c. Clean t-shirts with sleeves; if t-shirts have logos or designs, they must not be offensive	2. a. Skin-tight, low-cut, frayed, torn, hip hugger jeans b. Short shorts, low-hanging shorts c. Sleeveless shirts, tank tops
3. Comfortable, clean, professional looking safety shoes in good condition		

3. Laboratory/Pathology

REQUIRED	ALLOWED	NOT ALLOWED
1. Clean, pressed street clothes or uniform	1. Pathology: facility Provided commercially	

REQUIRED	ALLOWED	NOT ALLOWED
	laundered surgical scrubs	
2. Closed shoes	2. Clean lab coat over street clothes	

4. Physical Therapy/Radiology, Occupational Therapy/Respiratory Therapy

REQUIRED	ALLOWED	NOT ALLOWED
1. Clean, pressed street clothes or uniform	1. a. Clean lab coat over street clothes b. Knit shirts with collars c. Surgical scrubs (solid or prints) for Respiratory Therapy as permitted by individual facilities	1. a. Tank tops b. Skin-tight, low-cut, frayed, torn, hip hugger jeans
2. Closed shoes		

5. Maintenance

REQUIRED	ALLOWED	NOT ALLOWED
1. Safety toe shoes	1. Heavy or medium weight work shirts/knit shirts with collars/T-shirts in good condition	1. Lightweight sleeveless undershirt
	2. Heavy-duty pants/non-faded jeans in good condition	2. Athletic/tennis/other soft shoes
	3. Work boots/standard-colored work shoes	3. Shorts, unless specifically authorized by facility
		4. Tank tops

6. Pharmacy

REQUIRED	ALLOWED	NOT ALLOWED
Comfortable, clean, professional-looking closed toe shoes in good condition	1. Jeans/dress shorts or culottes	1. Sweatpants
	2. Polo/aloha shirts	2. T-shirts
	3. Surgical scrubs or nursing uniform	

7. Infection Control Areas

Anesthesiology; Central Supply Department; Labor, Delivery and Nursery; Operating Room and Recovery Room

REQUIRED	ALLOWED	NOT ALLOWED
1. Commercially laundered uniforms and apparel		
2. Cover-ups when outside of the department		
3. Facility provided commercially laundered isolation gowns, aprons, masks, caps, gloves,		

REQUIRED	ALLOWED	NOT ALLOWED
goggles, or other garments/devices as needed		

8. Nutritional Services

REQUIRED	ALLOWED	NOT ALLOWED
1. For women: Dress or pants with a sleeved top, bonnet and a hair net completely covering hair For men: Pants, shirt w/sleeves and hat, bonnet or hair net	1 a. Aprons over clothes b. For men and women: uniform top and chef jackets for cooks if permitted or provided by facility	1. Shorts other than Bermuda, if facility permits use of shorts
2. Safety shoes in good condition	2. Bermuda shorts for men and women	2. Nail polish or artificial nails, unless using intact gloves in good repair
	3. Facility-provided blue bonnet for hair covering as a substitute for hair nets	3. Jewelry, ring, bracelet and wrist watch. If jewelry cannot be removed, a single service disposable glove can be worn to cover the jewelry.

C. COMPLIANCE

All employees are expected to follow these guidelines in a matter of individual responsibility. The departmental supervisor shall implement and ensure compliance with this policy. All complaints will be handled by the employee's immediate supervisor. Failure to comply with this policy and/or repeat infractions will result in progressive disciplinary action.

Exceptions based on religious beliefs or cultural traditions may be requested of an employee's supervisor.