

Dress Code

Policy Number: 1024.00 **Review/Revision #:** 7
Category: HR
Site: System
Responsible for Review: VP human resources
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Reviewed/Revised Date: 11/02/09
Next Review Date: 11/02/12

Policy: The dress code at Children's Hospitals and Clinics of Minnesota (Children's) supports a professional business atmosphere and a safe environment for patients, their family and staff. Children's uses a principle-based approach to the dress code, which supports a healing environment for children and creates a space for parents so that they can focus their energy on the care of their child. Any thing that distracts from this should not occur. The dress code helps parents and families more easily identify staff, which enhances a family-centered care atmosphere. It is important that all employees are easily recognizable to children and family through the use of Children's ID badges and color-coded uniforms.

Note:	All students, while at Children's, will adhere to their school dress policy and will also be consistent with Children's policy. If the school does not have a dress code policy the students will be expected to follow Children's dress code policy. The hospital will not be responsible for providing uniforms/scrubs to students while in clinical areas. Children's ID badges or school issued badges must be worn at all times identifying each individual student.
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Key Words: Dress code; uniforms

Who is covered: This policy is applicable to Children's employees (staff, supervisors, physicians, managers, directors and administrators) at **ALL SITES**. Physicians and professional staff who are not employees are governed by professional staff policies.

Procedure:

1. Children's ID badges must be worn at all times while on duty. For details regarding ID badges see Children's Hospitals and Clinics Identification Badge and Security Access Control Policy #920.01.
2. Employees are expected to be neat and well groomed when reporting to work. Management in each department, with advice and support from human resources, shall have final discretion on appropriate attire/appearance based on work requirements and standards. Employees will be advised of unit dress code requirements during the hiring and departmental orientation process.
3. In-patient care areas and other departments, employees are required to wear socks or hose and shall not wear open-toed shoes or sandals. Open toed shoes with socks or hose may be worn in non-patient care areas or by patient care

staff on an administrative day. Rubber soled shoes are required in certain departments.

4. Wearing cologne or perfume is discouraged or should be worn in moderation. Wearing of cologne or perfume is prohibited when it creates a situation that results in allergic reaction by employees, patients or families.
5. Excessive jewelry; extreme haircuts; and extreme, excessive or inappropriate visible tattoos or body piercing are inappropriate
6. See Children's *Fingernail and Jewelry Policy for infection prevention and control (Policy #1221.00)* for details on expectations around nails and jewelry.
7. Any clothing or attire including jewelry, tattoos, etc. that are determined to create a safety hazard, disruptive to the work/clinical environment or offensive are not permitted.
8. Light blue hospital issued scrubs can only be worn by employees in designated departments.
9. Yellow isolation gowns should be worn only when needed for patient care.
10. Sweat pants, sweat shirts, spandex outfits, leggings, sleeveless attire, tank tops, tube tops, shorts, short skirts, T-shirts and non-dress denim are inappropriate professional work attire.
11. Jeans in good condition (clean and not faded), may be incorporated into a department's dress code when working conditions warrant a heavier fabric for employees, (e.g., housekeeping, material management, facilities) and there is no public contact. Skirts, dresses or pants must be appropriate length and style for a professional business environment.
12. Scrubs in the appropriate color shall be worn according to the scrub plan below. Scrub bottoms must be the assigned color. Acceptable tops include assigned color-coded top (uniform quality scrub top, polo shirt, or long sleeve jersey shirt) OR a uniform-quality coordinated print scrub top. Shirts may be worn under the scrub top. The shirt must be in good condition, free of visible writing and coordinated with the scrub color. Scrub jackets (printed and/or in department color) may also be added.
13. Smocks, scrubs and uniforms are the responsibility of the employee unless provided for by union contract. If scrub wear or clothing becomes soiled, the employee is to change into clean attire. Employees will be solely responsible for the care and maintenance of scrubs or uniforms. Uniforms and scrubs should not be worn while not at work.
14. Non-patient care departments may wear smocks where the department has agreed they are appropriate. All colors for departments that either use scrubs or smocks must be centrally coordinated and approved by the vice president of human resources and the vice president of patient care and nursing practice.
15. Certain holidays, special events and dress-up days are authorized. Employees are encouraged to participate in these dress-up days and should exercise good judgement to wear clothing that is safe and also child and family friendly.
16. In non-patient care areas, the manager may approve casual dress day and define appropriate attire for that day.
17. Non-compliance with the dress code policy may be addressed through the use of counseling and performance management. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor should be directed to the next level manager of their department.

Dress Code Colors

All Sites

RN	Royal/marine blue
CSA, transport aides, EMT, MA	Navy
ESA, housekeeping	Deep purple
HUC, UOC, admitting, reception, front desk staff	Teal
Respiratory Care	Wine
Radiology, special/pulmonary diagnostics	Caribbean Blue
Lab	Children's lab coats (light blue)
OR, PACU, CPD	Light blue hospital scrubs
Volunteer Services	Red vests or jackets
Rehabilitation	Black/white or white and black top
Nutrition Services	Black pants with palm colored Children's logo polo shirt
Dietitians	Khaki
Pharmacy	Forest green/white lab coat
Concierges	Black pants with true blue Children's logo polo shirt; black fleece vest may be added
Materials management/mailroom	Charcoal Children's logo polo shirt
Bio-Med	Children's logo white dress shirt
Telecommunications	Black pants with beige Children's logo polo shirt

Review / Original policy: Dress Code, West #318.00
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Stakeholders: Directors and managers

Approval Group(s)

Revision #	Group	Date
4	Leadership	01/01/04
5	Leadership	03/17/07
6	Leadership	06/19/07
7	Leadership	11/2/09