

# EL RIO HEALTH

**SCOPE:**

This policy applies to **CLINICAL** and **NON-CLINICAL** departments in the following El Rio Community Health Center functional areas and/or locations (check all that apply):

- |   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> Family Medicine   | <input checked="" type="checkbox"/> Same Day Appt. Clinic | <input checked="" type="checkbox"/> Radiology              | <input checked="" type="checkbox"/> MOR/DOS         |
| <input checked="" type="checkbox"/> Internal Medicine | <input checked="" type="checkbox"/> Broadway              | <input checked="" type="checkbox"/> Pharmacy               | <input checked="" type="checkbox"/> Administration  |
| <input checked="" type="checkbox"/> Pediatrics        | <input checked="" type="checkbox"/> Health on Broadway    | <input checked="" type="checkbox"/> Laboratory             | <input checked="" type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> Dental            | <input checked="" type="checkbox"/> SIA                   | <input checked="" type="checkbox"/> HIM                    | <input checked="" type="checkbox"/> Accounting      |
| <input checked="" type="checkbox"/> Behavioral Health |   | <input checked="" type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Business Office |
| <input checked="" type="checkbox"/> Midwives          | <input checked="" type="checkbox"/> Birth & Women's       | <input checked="" type="checkbox"/> Patient Communications | <input checked="" type="checkbox"/> Coding          |
| <input checked="" type="checkbox"/> OB/GYN            | <input checked="" type="checkbox"/> Care Coordination     | <input checked="" type="checkbox"/> Advocacy & Eligibility | <input checked="" type="checkbox"/> Security        |
| <input checked="" type="checkbox"/> Clinical Pharmacy | <input checked="" type="checkbox"/> Wellness              | <input checked="" type="checkbox"/> Facilities/Materials   | <input checked="" type="checkbox"/> Transportation  |

**POLICY DESCRIPTION:**

Dress Code Policy

**PAGE:**

1 of 3

**REFERENCE NUMBER:**

HRD – 014

**APPROVAL DATE:**

10/2018

**DATES REVIEWED WITHOUT CHANGE:**

N/A

**EFFECTIVE DATE:**

10/2018

**REPLACES POLICY DATED:**

08/2018

**NEXT REVIEW DATE:**

10/2020

**DATE RETIRED:**

N/A

**RESPONSIBILITY:**

Chief Human Resources Officer

**APPROVALS:**

PPC: 8/2018: 10/2018

CAC: 8/2018: 10/2018

Board: 8/2018: 10/2018

**POLICY:** It is the policy of El Rio Health to provide guidelines to maintain professional dress code standards in a manner that demonstrates respect and professionalism for employees and patients. This policy is non-inclusive as some areas throughout the organization are required to comply with additional dress code requirements due to patient contact, safety regulations, healthcare guidelines and customer service standards. All employees are required to wear an El Rio issued identification badge at all times.

**PROCEDURE:**

The following are prohibited at all times during hours of health center operations:

- Bath and bathing wear
- "See-through" blouses
- Plunging necklines

# EL RIO HEALTH

<b>POLICY DESCRIPTION:</b> Dress Code Policy	<b>REFERENCE NUMBER:</b> HRD-014
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- "Spaghetti" straps
- Tank tops or crop tops
- Sundresses
- Mini-skirts
- Gang-related clothing
- Visible tattoos must be covered
- Dog collars, excessive visible body piercing
- Leggings, including jeggings and any other lycra, spandex or stretchy material attire, worn as pants
  - Leggings may be worn underneath professional dress clothing and should be neutral in color as to not distract from the overall professional appearance. If worn under professional attire, leggings should not contain holes or be made of material with patterns. Leggings must not be worn as the outermost layer of clothing nor should they be worn with only an oversized top.
- Torn pants/slacks
- Denim jeans of any style, including, colored, faded, patterned, torn, etc.
- Shorts
- Work-out clothing
- Sleeveless T-shirts
- Not wearing appropriate undergarments
- Skorts or culottes
- Flip flops, beach/swim shoes, slippers, spiked shoes or other inappropriate footwear

## **Casual Day Dress Guidelines - Not All Inclusive**

Casual Dress day will be Fridays or other days designated by the Chief Human Resources Officer.

Casual Day Dress Guidelines is not applicable to Nursing staff.

Definition of Casual Dress is not formal, yet not sloppy.

## **Acceptable Attire**

- Khaki slacks or skirts
- Polo shirts
- El Rio T-shirts

# EL RIO HEALTH

<b>POLICY DESCRIPTION:</b> Dress Code Policy	<b>REFERENCE NUMBER:</b> HRD-014
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- Blue denim slacks that are clean, not washed out, and fit appropriately.
- Good taste and cleanliness are expected to be adhered to at all times.
- Hair must be clean, neat, and if colored, maintained in a natural tone.

## **Safety and Hygiene Considerations**

Employees who work in patient care areas, work with movable or medical equipment, or in other areas where footwear safety concerns exist, are required to wear closed-toe shoes at all times.

Requirements for lab coats, uniforms, scrubs and/or protective clothing will be established on an as required basis.

Hair should be secured in a way that is not free flowing.

Heavily scented perfumes and colognes are not permitted because of sensitivity or allergic reactions in patients and employees.

Fingernails should be clean and neatly trimmed to lessen the danger of infection and the chance of scratching a patient when providing care. Personal cleanliness and hygiene should be consistent with the requirements of a health care facility.

## **Remedy/Enforcement**

Employees not in compliance with the dress code will be sent home on Leave without Pay and not allowed to return until the employee's dress/appearance is in compliance with the policy. Time spent away from work will not be paid. Repeated violation of employees not in compliance with the dress code policy will result in disciplinary action.

All senior leaders will have the authority to send any employee home if the employee is not dressed in a manner consistent with the policy. Professional courtesy is to check with the direct leader before:

- Sending an employee home to change to appropriate dress.
- Stating to an employee the time expected to return to work.

## **REFERENCES:**

- Labor / Management Agreement 7/1/2016 through 12/31/2019 El Rio Division-AFSCME Local 449, AFL- CIO