Subject: Dress Code

POLICY

The purpose of a dress code is to ensure safety and that all staff conveys a professional image. While individual preferences exist, the personal appearance of staff may have a significant impact on the safety and comfort of patients, clients, families and other staff. For this reason, appropriate attire in all areas is the standard, taking into account all aspects of patient/client/employee safety and infection control practices.

Ethnicity, national origin, and cultural traditions will be considered and reviewed when patient, client or employee safety is not at risk.

Picture ID badges issued by Children’s Hospital of Wisconsin (“Children’s”) must be worn in clear view at all times on the lapel, at or above waist level while at work and when working at identified Children’s facilities. The employee picture, name, and title must be visible at all times. No stickers, tape, pins, or other objects may cover this information on the ID badge.

Non-employed individuals that provide care or services at Children’s including students, volunteers, medical staff, contracted staff and temporary staff need to adhere to the expectations outlined in this policy.

General Appearance Guidelines

Clean clothes are required. Length must be reasonable and size sufficient to allow for movement, comfort, and professional appearance. Proper undergarments are to be worn and not exposed or visible through clothing. Dresses/skirts must be of modest length without high slits.

Attire with Children’s Logo or Children’s sponsored events are acceptable with the exception of hooded sweatshirts or hoodies.

Personal hygiene must be maintained. A clean and well-groomed appearance is the expectation of the organization.

Hair, including facial hair, must be clean and well-trimmed.

Eyewear: Sunglasses are not to be worn indoors. Eyewear that change shade while exposed to sunlight is permitted, except where prohibited for safety reasons by department-specific guidelines.

Fragrances/makeup: Fragrances, perfumes and after-shave lotions must not be overpowering. Makeup should not be worn in excessive amounts and should be in keeping with the professional image of Children’s.

Fingernails/fingernail polish: Polish that is chipped or wearing off should be removed altogether. Artificial nails, enhancements or acrylic overlays of any length are prohibited by certain department-specific policies and for all direct patient caregivers for patient safety or infection control reasons as well as employees who handle food, due to food safe-handling procedures.
Children’s Hospital of Wisconsin
Human Resource Policy and Procedure

Jewelry (body piercing / body adornment): The use of jewelry should be in keeping with the professional and business functions of Children’s and conservative in style. Jewelry that may interfere with job functions or possibly result in injury to the employee, client, or patient is not permitted for safety reasons or due to infection control.

Shoes must be in good repair, clean and professional in appearance.

Where patient care is provided, hosiery / socks must be worn and open toe shoes / sandals and crop or Capri pants are not acceptable. If you will be working or attending a meeting in a building where patient care is provided, you must also abide by these requirements.

If there is a deviation from the standard dress code for any designated workday, there will be department-specific guidelines and will be permitted and monitored at the discretion of the leader, if business needs permit.

Additional attire / personal appearance guidelines for direct patient care providers and staff who have contact with patients and families:

- EDTC and direct inpatient care providers must wear scrubs. Other patient care providers should consult department guidelines for when scrubs or street clothes should be worn.
- Hair must be secured so it does not fall forward over the shoulders or into the face.
- Open toe shoes or sandals are not acceptable.
- Bloodborne standards require that employers ensure protective foot gear is worn to provide protection from potential needle sticks, splashing from blood or other potentially infectious materials spills. Therefore, Croc shoes with holes are not permitted. Solid Croc shoes are allowed.
- Hosiery / socks are to be worn at all times.
- Shirts / dresses must have sleeves. Sleeveless shirts / dresses may be worn when under a blouse or jacket.
- Crop pants or Capri pants are not acceptable.
- Extreme hairstyles or colors are not acceptable.
- No nose, tongue, or any type of facial ring / stud is allowed.

Attire / personal appearance guidelines which are NOT permitted or appropriate unless specified in the department-specific plan:

- Black scrub tops.
- Croc shoes with holes.
- Sport / casual type shirts, T-shirts, sweatshirts (including hooded sweatshirts and hoodies), sweat pants, and jogging suits.
- Flip flops and beach style footwear.
- Shorts or garments which appear to be shorts (unless it is part of a department uniform guideline).
- Short skirts or high-slit skirts.
- Clothing with unprofessional, offensive or suggestive pictures / images (e.g., advertising tobacco or alcohol products).
- Midriff tops or crop tops that bare stomach or back.
- Sheer tops, tank tops, spaghetti straps, or shirts that reveal cleavage.
- Hats while on duty unless department required.
- Sun dresses or spaghetti strap dresses.
- Denim jeans.
- Tattoos that consist of nudity, profanity, are racial in nature, or are offensive are not allowed and therefore must be covered so they are not visible or exposed.

This list is not inclusive of all items or attire that is deemed inappropriate. Management has the right to determine appropriateness for a professional work environment.
PROCEDURE

1. Departments may have additional dress code policies. Leadership defines the dress code and makes it available to all employees.

2. Leaders discuss dress code requirements with candidates in the interview process and during orientation.

3. Leaders are responsible for dress code enforcement within their areas.

LEADERSHIP NOTES

Approval from an Executive Vice President is necessary to institute a required uniform program. Specifics of replacement and cleaning should be outlined in departmental policy to ensure consistent compliance. If dress guidelines are issued, the employee is responsible for purchasing clothing and / or shoes that meet these guidelines.

Scrub clothing may be worn if allowed in the departmental dress code policy. If it is required by a certifying agency or to meet infection control requirements, scrub clothing will be purchased and laundered by the hospital.

Unauthorized wearing of hospital-owned scrub clothing is considered a violation of the dress code policy as well as unauthorized use of hospital property.

______________________________
Thomas J. Shanahan
Vice President, Human Resources