

Ambulatory Clinic Policy and Procedure

Title: HR DRESS CODE POLICY	Policy Number: EP 9.5
Regulation Reference:	Effective Date: 10/2015

Policy Statement:

The purpose of this Paul L. Foster School of Medicine (PLFSOM)/Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Policy and Procedure is to establish guidelines for job function appropriate dress at work. This Dress Code Policy provides standards for all employees to assist them in dressing in a manner that projects a professional image to the public consistent with the Service Plus Vision, to provide security through an employee identification system, and to protect the employee by requiring work attire in accordance with Safety and Infection Control considerations.

Scope and Distribution:

This policy applies to all PLFSOM/TTUHSC El Paso employees, volunteers, and students.

Procedure:

A. Responsibilities

1. Employees are accountable for complying with and being knowledgeable about the Dress Code Policy and maintaining a professional appearance at all times.
2. Departmental Administrators, Managers, and Supervisors are responsible for ensuring that all employees in their area are informed of the dress code, for following and enforcing the dress code policy and for monitoring and enforcing approved standards of hygiene, appearance, and clothing.
3. Identification Badges will be worn visibly all times while engaged in business on behalf of PLFSOM/TTUHSC El Paso. Photo ID badges will be required in the event of an emergency.
4. The Department of Human Resources will provide a copy of the dress code policy to employees during new employee orientation.

B. General Appearance:

1. Each employee's appearance will convey the level of professionalism, hygiene, and grooming consistent with the job duties being performed by the employee and consistent with the mission and goals of the organization.
2. Clothing will be worn appropriate to the work place as determined by the Department Administrators and Managers. Examples of articles of clothing that are considered inappropriate include the following: shorts, sweat suits, mini-skirts, flip-flops, spaghetti straps, and clothing that expose the midriff and torso.
3. Shoes must be worn that are appropriate the area and job functions.
4. Holiday costumes (i.e., for Halloween) are not allowed in any Clinic or Office setting.

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5. TTUHSC El Paso Pride Day is every Friday. Employees are encouraged to show their pride by wearing black/red and/or TTUHSC/PLFSOM branded shirts. Jeans may be worn only on Pride Day at the discretion of the Administrator/Manager/Supervisor.

C. Uniform Attire

1. Uniforms must be professional in appearance and reflect high standards of cleanliness and hygiene at all times.
2. Department Managers may establish uniform criteria for their department in accordance with this policy:
 - a. Custom designed uniforms; prints and/or logos must be approved by Administration.
 - b. Support personnel will have uniforms that distinguish them from clinical departments.
 - c. Refer to policy 9.11, Clinical Personnel Dress Code, for all persons working in a clinical area.

D. Laboratory Dress Code

1. Persons with long hair need to ensure that the hair is secured in a manner that does not create a safety hazard or interfere with a sterile/lab environment.
2. Apparel worn must provide at minimum a primary barrier of protection for the substances being handled and be appropriate to the employee's specific job function or the unique task performed when not part of their normal/usual job function. Specific apparel selection based on job function appropriateness will be at the discretion of the supervisor/lab director and in accordance with this subsection:
 - a) Lab coats will be used in lab areas when laboratory hazards are present.
 - b) The design of the lab coat will be appropriate for the hazard that the wearer will be exposed to in their particular lab (i.e., Flame resistant lab coat for working with pyrophorics).
 - c) Lab coats will not be taken out of the lab areas and are not allowed to be taken home for laundering. Departments will provide laundry services for PPE (including scrubs when used as PPE).
 - d) Scrubs will not be used in lieu of a lab coat.
 - e) Pants, shorts, skirts, or bottoms that expose any bare surface of the leg or ankle to laboratory hazards will not be permitted in any lab.
 - f) Tops that expose any bare surface of the torso or shoulders to laboratory hazards will not be permitted in any lab.
 - g) The following footwear will not be permitted in laboratories for occupational safety and ergonomic reasons:
 - i. Open toe/open heel footwear
 - ii. Sandals
 - iii. Footwear that exposes any surface of the foot to laboratory hazards

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- iv. Footwear that elevates the heel off the ground in a manner that does not allow the foot to plant firmly on the ground and increases the likelihood of ankle sprains or twisting.
1. ID badges are to be worn in a clearly visible manner.
 2. The use of contact lenses is allowed but safety goggles must be worn when working with any chemical solution.
 3. Jewelry and accessories that interfere with performing any job functions safely or interfere with the effectiveness of PPE is not permitted in laboratories.
 4. Employees are discouraged from using false/artificial fingernails. They could potentially react with chemical reagents and permanently injure the employee.
 5. This section outlines general requirements. Further guidelines may apply and will be followed as established by the research operations committee, research operations director, and/or biosafety office.
- E. Safety & Infection Control Considerations: Safety is an important factor that needs to be considered in order to promote efficiency, quality care and to decrease health hazards or risks.
1. Jewelry – Jewelry will reflect a professional image if worn at work. Jewelry and accessories that interfere with performing a job function safely or interfere with the effectiveness of PPE is not permitted.
 2. Hair – Hair must be clean and neat in appearance and worn in a businesslike manner.
 - a. Nursing staff with direct patient contact must secure their hair so it does not come in contact with the patient or interfere with patient care.
 - b. Facial hair such as beards and sideburns must be neat, clean and well trimmed.
 3. Fingernails – Fingernails should be clean and length of nails should be “professional”.
 4. Cosmetics, Perfume, Cologne – The professional environment and the patient’s sensitivity to scents require all personnel to use make-up, perfume, colognes or shaving lotions in moderation
 5. Daily bathing, use of a deodorant and daily oral hygiene are Infection Control essentials.

Policy Number: EP 9.5	Original Approval Date: 10/2003
Version Number: 4	Effective Date: 10/2015
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