

Children's Hospital and Health System Human Resource Policy and Procedure

This policy applies to the following entity(s):

Children's Hospital and Health System

Subject: Personal Appearance (former Dress Code policy)

POLICY

Children's Hospital and Health System ("Children's") is committed to inclusion, diversity, and equity. In support of this commitment, we acknowledge that we serve diverse patient, client, and member communities as well as an increasingly diverse workforce. Personal appearance has a significant impact on how children and families perceive their experience with us, as well as how our employees feel about their workplace and employer. For that reason, we work, where possible, to honor and/or accommodate the needs and interests of the broad diversity that exists within our workforce, while balancing patient, client, member safety, experience, infection control, the need to promote a professional image both onsite and while working remotely, and demonstrating a commitment to our values.

The Personal Appearance policy applies to all employees, including contingent workers, students, volunteers, medical staff, contracted and temporary staff.

Employees working remotely are expected to adhere to this policy when appearing on video meetings (i.e. a meeting that occurs virtually on Zoom or other video conferencing platforms).

Employees, contingent workers, students, volunteers, medical staff, contracted and temporary staff whose religious beliefs and practices, or culture, conflict with Children's Personal Appearance policy and would like to request an accommodation, should discuss the matter with their leader.

GUIDELINES:

Identification:

- Picture identification badges issued by Children's should be worn in clear view at all times at or above waist level while working at identified Children's facilities.
- The employee picture, name, and title should be visible at all times. Stickers, tape, pins, or other objects that cover information on the identification badge are not permitted.

Personal Appearance:

- Clothing should be clean, proper fitting and appropriate for office or patient care/client support settings, as required by the employee's job duties.
- Shoes should be clean and in good repair.
- Jewelry and accessories must not interfere with job performance or pose an infection or safety risk to the employee, patient, or client.

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- Good personal hygiene and cleanliness is expected.
- Hair (including facial hair) should be clean and styled in a manner that does not interfere with the work being performed.
- Products containing fragrances should not be overpowering and may be prohibited in clinic, hospital or work areas where fragrance sensitivity is of particular concern.
- Undergarments should not be exposed or visible through clothing.
- Tattoos that contain words or images that are offensive (e.g., extremist, indecent, racist or sexist, etc.) or suggestive are not permitted and must be covered.
- Children's approved logo t-shirts, long sleeve shirts, sweatshirts, zip jackets or fleece are acceptable provided that the use of Children's logo has been approved pursuant to Children's "Communication: Internal and External Policy".
- Children's approved Inclusion Resource Group (IRG) pins, buttons, and badge reels are permitted.

Attire not permitted:

- Lanyards
- Hooded sweatshirts or hoodies
- Sweatpants
- Denim jeans (unless permitted within a department, with Vice President approval).
- Shorts or garments which appear to be shorts (unless part of a department uniform).
- Clothing or accessories with offensive or suggestive images or messages, including advertisements for tobacco or alcohol products.
- Clothing and accessories advocating for political parties or candidates, issues or causes.

Additional attire/personal appearance guidelines where direct patient care is provided or direct care providers and staff have contact with patients and families. When working or attending a meeting on a unit/department/clinic where direct patient care is provided, employees are expected to abide by these requirements as applicable to their role and the work being performed:

- In many patient care areas, scrubs should be worn. Per department specific policy to meet infection control requirements where applicable, scrub clothing will be purchased and laundered by Children's. Patient care providers should consult department guidelines for when scrubs or street clothes should be worn.
- Caribbean blue surgical scrubs dispensed for use in semi-restricted and restricted areas of the surgical suite/invasive procedural departments should not be worn outside the facility.
- Natural nails that are less than $\frac{1}{4}$ of an inch long are safest for those providing care in a healthcare setting to reduce transmission of infection and decrease risk of scratching patients. For all direct patient/client caregivers, those who handle food or medications, or those who clean spaces, regular nail

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polish or nail polish strips that do not require UV light curing are permitted (e.g., Color Street). Chipped nail polish should be removed prior to providing care.

- Press on nails of any type, acrylic nails of any type, dip nails, nail jewelry adornments, gel polish, shellac, or any ultraviolet (UV) cured nail enhancement, and nail enhancement that requires soaking in nail polish remover or acetone are not permitted.
- Open toe shoes or sandals are not permitted. OSHA standard 1910.136 requires that caregivers use protective footwear to provide protection from potential falling or rolling objects, needle sticks, splashing from blood or other potentially infectious materials spills. Croc shoes with holes are not permitted. Solid Croc shoes are permitted.

This list is not inclusive of all items or attire that is deemed appropriate or not permitted. Leaders have the right to determine appropriateness for the work environment. This policy applies regardless of whether or not you are providing direct patient care unless noted. If there is a deviation from the Personal Appearance policy for any designated workday, there will be department-specific guidelines and it will be permitted and monitored at the discretion of the leader, if business needs permit.

PROCEDURE

Departments may have additional personal appearance (dress code) policies. Leadership defines appropriate personal appearance guidelines and makes it available to all employees.

Leaders discuss personal appearance requirements with candidates in the interview process and during orientation.

Leaders are responsible for personal appearance 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 appearance guidelines are issued, the employee is responsible for purchasing clothing and/or shoes that meet these guidelines.

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

Please see the Identification Badges policy for more detail on Children's issued identification badges.

Thomas J. Shanahan
SVP and Chief Human Resources Officer