

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.43:	Guidelines for Appropriate Employee Dress
REVISED:	12/08/06; 12/22/10, 04/13, 04/15; 4/25/16; 06/17; Reviewed 06/18
Governing Body Approval:	01/13/11; 05/09/13; 04/23/15; 4/28/16; 07/27/17; 07/02/18(<i>electronic vote</i>)

PURPOSE: To provide guidelines for all CVH employees related to Department of Mental Health and Addiction Services (DMHAS) Commissioner's Policy No. 50, Guidelines for Appropriate Dress, which states: Employees shall dress in clothing appropriate to their work assignments and surroundings.

SCOPE: All CVH staff

PROCEDURE:

All employees report for duty in clothing that is clean, neat and in good repair, whether uniform or street clothes are worn.

All employees wear identification badges. Compliance with this guideline is indicative of respect for a patient's right to information and is a courtesy to colleagues and visitors.

Hair is neat and clean. When administering medications, giving treatments, providing bedside nursing care or working with machinery, employee's hair remain away from the eyes and be tied back, if long. When handling food, hair is covered or contained.

All clinical staff must follow the guidelines in accordance with the requirements of [Operational Procedure 2.48 Guidelines for Appropriate Fingernail Hygiene](#) - Chapter 2 - Provision of Care Treatment and Services.

Health care providers' clothing and shoes are of a style which allows safe, rapid movement. Shoes cover the foot for all staff going onto patient care units. Support staff whose occupations require the wearing of safety shoes do so throughout their tour of duty in accordance with DMHAS Human Resources Procedure AC 230 D2.

Support staff wears clothing suitable to the performance of their assigned duties. Examples of suitable dress would include such items of clothing as shirts and slacks for men, and dresses and skirts or slacks for women.

With supervisory approval, employees whose jobs primarily involve participation in recreation or other rehabilitation therapy activities may wear clothing suitable to those activities during the

workday. Employees whose jobs involve occasional participation in outdoor athletic events may wear clothing suitable to those activities during the time of the athletic event.

Although this list is not all-inclusive, staff may not wear the following attire because it is generally not considered suitable for the workplace due to its casual nature or for safety reasons:

1. Sweat pants, fatigues, jogging outfits, body suits;
2. Extremely long clothing that would impede safe movement;
3. sexually provocative clothing, including but not limited to: see-through, midriff, off the shoulder blouses, tops with plunging necklines, short skirts or shorts, bareback dresses, sun dresses without jackets, tank tops, tube tops, halter tops and tight fitting attire;
4. Shorts or cut-offs (however, walking shorts may be permissible in hot weather conditions, with the approval of the CEO);
5. Clothing or buttons which carry provocative and/or offensive statements or images, including but not limited to those:
 - a. whose content promotes substance use and/or abuse; or addictive behaviors
 - b. containing obscenities or political statements
 - c. bearing phrases containing sexual innuendoes.
6. All health care providers and employees using machinery/equipment or working on units, may not wear dangling earrings or long necklaces
7. Wearing hats or hoods indoors, unless it is part of a uniform or essential to the performance of the employee's duties. Exceptions may be made for cultural or religious reasons.

An employee may be relieved of duty to obtain suitable attire if he/she fails to comply with this dress code. Repeated violations may result in disciplinary action.