

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.43:	Guidelines for Appropriate Dress for All Employees and Visitors
Governing Body Approval:	December 3, 2018
REVISED:	November 6, 2018; January 16, 2019

PURPOSE: The purpose of this policy is to provide guidelines for all WFH employees and visitors 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.

This policy is guided by the principles of *professional appearance* and overall *safety* of everyone present in the facility.

This policy expands on the Commissioner's Policy No. 50, based on the distinct setting and population served at WFH.

SCOPE: All WFH employees and visitors to patient care areas

PROCEDURE:

All employees report for duty in clothing that is clean, neat, and in good repair, whether uniforms or street clothes are worn. Staff clothing shall be suitable to the performance of assigned duties and representative of their role, presenting a professional appearance.

All employees shall wear identification badges. Compliance with this guideline is indicative of respect for patients' right to information and is a courtesy to colleagues and visitors. Visitors are expected to wear Visitor badges to reflect their status as such while in the building.

Employees' and visitors' clothing and shoes are of a style which allows safe, rapid movement. Shoes must cover the entire foot for anyone entering a patient care area. Employees or visitors 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.

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

All clinical staff must follow the guidelines in accordance with the requirements of Operational Procedure: Guidelines for Appropriate Fingernail Hygiene.

Although the following list is not all-inclusive, employees and visitors may not wear the following attire because it is generally considered to be not suitable for the workplace, under the principles of maintaining a *professional appearance* and/or compromises *safety* of everyone.

Unless specified, the following includes all areas of the hospital:

1. Sweat pants, fatigues (camouflage), jogging outfits, ripped jeans, yoga pants (employees only)
2. Head coverings of any kind, that could compromise vision, including baseball caps
3. Sunglasses may not be worn indoors
4. Clothing that could be used as a ligature, including scarves, shawls, wraps, neckties, bowties, suspenders, removable (non-affixed) belts on outer wear, etc. are not permitted in patient care areas
5. Clothing or shoes that could impede safe movement, including heels greater than 2 inches, may not be worn in patient care areas
6. Attire with hoods may not be worn in patient care areas, with the exception of the courtyards. Staff must remove hooded attire before entering all other patient areas in the buildings. Staff escorting patients on or off campus for activities or transportation can wear hooded outer coats/attire.
7. See-through, midriff, or off-the-shoulder tops; tops with plunging necklines; short skirts, dresses or shorts (no shorter than 1 inch above the knee); bareback clothing; sun dresses; or any tight attire including body suits. Shirts/tops must cover the entire shoulder area. Undergarments may not be visible.
8. Accessories such as large or excessive amounts of jewelry, including dangling earrings, long necklaces, brooches, large or sharp hair accessories, piercings with loops, etc. may not be worn in patient care areas
9. Clothing or items with content or images that are offensive, politically charged, obscene, sexual, or violent; that promotes substance use; or that otherwise would have a harmful effect on the hospital's environment.

Employees whose jobs primarily involve participation in recreation, rehabilitation therapy or maintenance activities may wear clothing suitable to those activities during the workday, including sweatpants.

Employees whose jobs involve occasional participation in outdoor events may wear clothing suitable to those activities on the scheduled day of the event. Longer shorts (e.g., walking shorts, cargo shorts) are permissible.

Medical and religious accommodations to this policy will be considered on a case by case basis by the CEO/designee, upon review of employee's written request and relevant supporting documentation.

These guidelines are subject to agency police and/or supervisor discretion. Any employee may be relieved of duty to obtain suitable attire, and a visitor may be denied access to the building, if he/she fails to comply with this dress code. Repeated violations may result in disciplinary action.