

		Policy Title:	Dress Code
Effective Date:	04/01/2000	Policy Number:	300 - 1.6
Review Date:	11/7/2021	Section:	Human Resources
Revised Date:	9/9/2020	Oversight Level:	MGL
Administrative Responsibility:	Amy Dorr, VPHR		

1. Purpose

1.1. To establish guidelines for the appearance of our employees, volunteers, physicians, and vendors working on-site consistent with the needs of good patient care and public contact.

2. Scope

2.1. All McLaren Greater Lansing employees, volunteers, physicians, and vendors.

3. Policy

3.1. The impression an employee gives to the public and patients may influence their opinion of the quality of care McLaren Greater Lansing (MGL) offers, and whether they wish to return for care in the future. To achieve a positive, professional image, it is important that employees dress safely and conservatively, maintaining a high standard of personal hygiene and dress according to the requirements of his or her position and department.

3.2. Appearance (i.e. hygiene, jewelry, tattoos, perfume, hair, facial hair, shoes, fingernails, uniform, etc.) should be neat, clean, safe and appropriate for the job, avoiding extremes. (Reference: Infection Control 400-4:1 Hand Hygiene Procedure for Healthcare Workers.) Each department/unit that does not have a prescribed, approved uniform shall maintain the following guidelines for proper dress requirements consistent with this policy. Uniform and dress code expectations can be found in the *Appendix - List of Acceptable Uniforms* of this policy. Personally owned scrubs worn in patient care areas as approved by the department or unit must also comply with this dress code.

3.3. The following are strictly prohibited:

3.3.1. Facial jewelry includes jewelry worn in the nose, tongue, eyebrow, lip or elsewhere on the face. Jewelry worn in the ear is not prohibited provided it is not excessive and will not hinder safety. Employees with large “ear stretchers” or “gauges” must wear a flesh colored plug to minimize their visibility.

3.3.2. Artificial fingernails, including nail tips, gels and overlays for employees in positions that involve working directly with patients or the preparation and/or delivery of food.

3.3.3. Defaced, altered or excessively worn MGL identification badge. Identification badges must be worn and visible at all times while working. (Reference MHCC Policy HR 0117 Identification Badges).

3.3.4. Open-toed shoes or sandals for employees in patient care units/areas or employees in positions that involve working directly with patients; Flip-flops and casual sandals are strictly prohibited in all units/work areas.

3.3.5. Sockless feet or bare legs for employees in patient care units/areas or employees in positions that involve working directly with patients.

3.3.6. Capri-style pants (including shorts) are strictly prohibited; "Capri pants" are defined as pants intended to end mid-calf and are considered casual, summer dress choice. Cropped pants are allowed in an appropriate dress fabric. "Cropped pants" are defined as pants intended to end just above the ankle.

3.3.7. Denim of all colors (including denim jeans, jackets, shirts, or blazers).

3.3.8. Clothing that is: Sheer or see-through; Sleeveless; Leggings or stirrup pants; Sweatshirts or sweatpants; T-shirts/Logo T-shirts, T-shirts may be worn as outer garment in departments that wear scrubs if it is an MGL logo T-shirt that is substantial in weight or an honor roll T-shirt. Thin undershirts should not be worn as outer garments; overly tight; and/or revealing clothing including clothing worn that intentionally or inadvertently reveals the torso, back, cleavage, undergarments, etc.

3.4. Exceptions to this policy for special events (tailgating luncheon, Lean events, etc.) may be approved from time to time by the CEO and VPHR.

3.5. Any MGL property provided by the department (i.e. scrubs, lab coats) that are not the personal property of the employee, unless specifically provided to the employee for personal use, shall remain on hospital property and not be taken home for personal use.

3.6. As appropriate, employee may also be required to wear Personal Protective Equipment and follow guidelines set forth in related policies. Safety should be of primary concern for all standards, including safe and proper footwear.

3.7. Employees who arrive for work and are dressed in a manner inconsistent with this policy or his/her department policy shall be sent home and directed to return to work in proper attire. Continued offenses against this policy shall be subject to disciplinary action, up to and including discharge (HR Policy 300-3.1 Employee Counseling and Discipline). If an employee is sent home to change, time away from the job is not paid and cannot be made up utilizing paid time off.

4. Exception Provision

4.1. If any provision of this policy conflicts with an express provision(s) of an applicable collective bargaining agreement or letter of agreement, the latter shall supersede this policy to the extent necessary to comply with contractual obligations.

5. References

- 5.1. XR 15.5 Department of Radiology Employee Dress Code
- 5.2. 10.0.00004 Personnel Policies, Clinical Laboratory
- 5.3. MHCC Policy HR 0117 Identification Badges
- 5.4. Infection Control 400-4:1 Hand Hygiene Procedure for Healthcare Workers
- 5.5. HR Policy 300-3.1 Employee Counseling and Discipline

6. Appendix

- 6.1. Not applicable.

Previous Revisions:

- 9/9/20 Added EVS scrub color.
- 11/7/19 Added acceptable Uniform details from 40.4.312 Dress Code for Nursing Staff
- 5/1/19 Added Denim of all colors, updated references.
- 9/1/16 Reviewed
- 3/6/13 Changed reference policy II.C.
- 7/7/2009 Revised throughout to clarify standards.
- 3/15/2007 Rewritten
- 2/2/01 Added "Artificial fingernails are prohibited . . ."
- 6/30/00 Reformatted
- 2/25/99 Reviewed
- 8/31/98 Changed name from Michigan Capital Healthcare to Ingham Regional Medical Center, reformatted.

Supersedes Policy: 40.4.312 Dress Code for Nursing Staff

Approvals:

Amy Dorr
Vice President of Human Resources

Date

Kirk Ray
President and CEO

Date

Appendix - List of Acceptable Uniforms

Title / Groupings	Color	Details
Registered Nurse	Pewter (Dark Grey)	<ul style="list-style-type: none">• Optional scrub jacket in white or solid pewter• May wear white or solid pewter dress• Optional any solid color short/long sleeve shirt maybe worn under scrub top• Optional short pile fleece jacket in pewter with hospital or unit specific logo (previously approved navy blue ICU jackets accepted)
Nursing Assistant Unit Assistant Psych Tech Emergency Dept Tech Medical Assistant	Caribbean Blue	<ul style="list-style-type: none">• Optional scrub jacket in solid Caribbean blue• Optional any solid color short/long sleeve shirt maybe worn under scrub top• Optional short pile fleece jacket in Caribbean Blue with hospital or unit specific logo
Unit Coordinator	Black top/Khaki Bottom	<ul style="list-style-type: none">• Optional scrub jacket in solid black• Top can consist of solid black polo or solid black scrub top• Optional any solid color short/long sleeve shirt maybe worn under scrub top
Laboratory	Hunter Green	<ul style="list-style-type: none">• Optional scrub jacket in solid forest green• Optional any solid color short/long sleeve shirt

		maybe worn under scrub top
Radiology Stress Lab Exercise Physiologist	Galaxy Blue Top/Black Bottom	<ul style="list-style-type: none">• Optional scrub jacket in solid galaxy blue• Optional any solid color short/long sleeve shirt maybe worn under scrub top
Respiratory Pulmonary Lab Pulmonary Rehab Sleep Center	Chocolate Brown	<ul style="list-style-type: none">• Optional scrub jacket in solid chocolate brown• Optional any solid color short/long sleeve shirt maybe worn under scrub top
Pharmacy	Black	<ul style="list-style-type: none">• Optional scrub jacket in solid black• Optional any solid color short/long sleeve shirt maybe worn under scrub top
PT/OT/SLP/ Neurodiagnostics	Olive Green	<ul style="list-style-type: none">• Optional scrub jacket in solid olive green• Optional any solid color short/long sleeve shirt maybe worn under scrub top
Registration/Switchboard	Wine	<ul style="list-style-type: none">• Optional scrub jacket in solid wine• Optional any solid color short/long sleeve shirt maybe worn under scrub top
Environmental Services	Navy Blue	<ul style="list-style-type: none">• Optional any solid color short/long sleeve shirt maybe worn under scrub top