

POLICY NAME: DRESS CODE

POLICY #: UV- 2-30

DATE ADOPTED: 05.2021

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REVIEW DATE: 05.2023

PURPOSE

University Village Retirement Community (UVRC) requires all employees (contract, temporary and volunteer) to present a clean and neat appearance appropriate for a health care environment. The personal grooming, hygiene, and attire of employees reflects not only personal attributes, but also the image of the retirement community. Personal neatness, cleanliness, and appropriate apparel will facilitate the conveyance of a professional image to residents, visitors and other employees. Clothing shall be neat, clean and wrinkle free, should not be faded in color, and will be of the appropriate size and fit.

Employees are expected to comply with the dress code policy at all times when performing their job responsibilities. Employees attending educational programs or representing UVRC at off-site programs are expected to adhere to the dress code. It is not necessary for off duty employees to adhere to the dress code if they enter UVRC for personal business.

Maintaining the quality and integrity of the Dress Code is the responsibility of each and every employee. Leadership (Directors, Managers, Supervisors) shall be responsible to ensure that staff comply with these guidelines. Infection Control issues, safety issues, OSHA Regulations and/or work environment have been taken into consideration in the development of the criteria in this policy.

UVRC strives to achieve a professional image. Compliance to the following dress code assures that this goal is being met. UV respects and understands that some exceptions to the following guidelines may be necessary to accommodate individual religious practices or for medical reasons. Please see Human Resources to discuss any needed accommodations.

The following standards apply to all staff:

Name Badges

- Name badges must be worn at all times and are not optional.
- Name badges are to be worn at chest height. The badge may be worn with the provided magnet or a badge holder. Lanyards are not permitted as they provide a safety hazard. The name badge must be worn so name and position are readable at all times. No objects or items shall be placed in a way that obscures visibility of the picture.
- Name badges should only be worn while on duty or when representing UVRC.

Tattoos

- Visible tattoos are limited to those that are no more than one (1) inch in size and could not be considered offensive to others.

Jewelry

- No visible body piercing ornamentation (including tongue) is allowed, other than earrings.

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Hair

- Beards, mustaches, and sideburns will be short and neatly trimmed; otherwise staff must present to work clean shaven.
- Extremes in hair styles such as cutouts or mohawks are not allowed.
- Extremes in dying, bleaching, or coloring of the hair are not permitted. If the hair color is changed, it must be natural looking, well maintained, and complementary to the skin tone.
- Hair wraps and coverings are not approved.

Perfumes / Deodorants

- Due to the close contact with others, deodorants or antiperspirants are to be worn by the staff.
- UVRC is a fragrance-free workplace in consideration of any respiratory issues our residents may have. Scents of colognes, perfumes, and other toiletries should be avoided.

Tobacco Products:

- Smoking / tobacco products will not be used or visible at any time while working or on company property. Cigarette packs, e-cigarettes, chewing tobacco or snuff packaging cannot be carried in pockets or be visible on the person.
- It is important that the appropriate measures are taken to ensure employees do not smell of smoke as this can exacerbate allergies or respiratory issues of our residents.

Other items of importance

- UVRC logo t-shirts may be worn on Fridays. All other criteria outlined in this policy must be adhered to on designated casual, jean or t-shirt days.
- Blue jeans, cropped pants or shorts are not appropriate and are prohibited for all staff unless a specified jeans day has been authorized by the Executive Director.
- Backless clothing, halter tops, miniskirts, midriff-baring shirts are never acceptable.
- Any apparel that provokes, alarms, offends, or disparages fellow employees or residents is prohibited.
- Chewing gum in the presence of residents and / or visitors is not permitted.

Any employee who does not fall into a category or employee group expressly defined below will fall under "business casual". These employees will be expected to adhere to the business casual dress code unless the day's task require otherwise.

CLINICAL AND HOUSEKEEPING STAFF

The following criteria applies to those staff providing housekeeping services and direct patient care (Nurses, Nursing Assistants, Medication Aide, Transporters, Administrative Partners). For those employees in Patient Care Services who do not provide direct patient care, please refer to "All Others."

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Clothing

- Matching solid colored scrub tops and pants will be worn. Staff will wear the color of scrubs specifically identified for their position.

For Housekeeping:

Navy

For LPNs and RNs:

Solid black

For CNAs:

Solid maroon

For CMAs:

Solid Royal Blue

- Coordinating scrub jackets or cardigans are optional and permitted. Sweaters, sweatshirts, hoodies or any other type of covering worn over a scrub top is not permitted.
- Sleeveless, short-sleeved, or long-sleeved solid knit shirts without lettering or logos may be worn under, not in place of, scrub tops.
- Blue jean or chambray scrubs are prohibited for all staff.
- T-shirts with non-UV logos or any forms of advertisement, long underwear / thermal type shirts under scrubs, or short shirts that show one's midriff (belly) are not appropriate.
- Cartoon prints and animal prints are not acceptable.
- Length / Fit of Scrub Pants / Slacks / Attire: The length of slacks, pants, scrub pants being such that they drag the floor and are being walked on is not appropriate are prohibited for all staff. This also presents an infection control issue.
- All attire worn is to fit properly, to present a look of professionalism. Wearing skin tight clothing is inappropriate and prohibited for all staff.
- Low rise pants, scrub pants and pants or scrubs worn below the waist, allowing the lower part of the back or the navel to be revealed, are inappropriate and prohibited for all staff.

Shoes / Laces / Socks / Hosiery:

- Nursing, athletic, walking shoes, or nursing mules may be worn. Shoes must be neat, clean and in good repair. Shoes should have quiet soles and heels and meet safety standards.
- Open toe shoes or shoes with holes (such as Crocs) are not appropriate to be worn in the clinical setting as they do not meet safety standards.
- Socks / hosiery must be worn and is not optional.

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Jewelry

- Jewelry can present a safety hazard and infection control issue. It may present an opportunity for confused residents to pull on dangling jewelry or may become entangled in equipment. Additionally, some evidence supports that jewelry can harbor microbes.
- A wrist watch, wedding band and simple post earrings are acceptable. No more than two earrings may be worn per ear.

Hair

- Current medical evidence shows that uncontrolled hair, sideburns, mustaches and beards are a potential hazard for cross infection in healthcare settings. Neat, clean, well-groomed hair is an essential part of a professional appearance. Hair will be worn back from the face and secured in a manner as to not allow hair to fall forward into staff's face / eyes while providing patient care.
- Facial hair must not interfere with the proper fitting of respirator and other masks used in the health care setting.
- Bangs are not to fall over the eyes as to obstruct visibility.

Fingernails

- Staff have a responsibility for maintaining hand hygiene by adhering to specific infection control practices. Scientific studies have shown that artificial nails and appliques have been contaminated with germs (both bacteria and fungi) that have been passed to patients and caused serious infections. Anything applied to natural nails, other than polish, is considered an enhancement.
- Nail polish is permitted though multicolored nails or extremes in color are not allowed.
- Fingernails are to be kept clean and well-groomed at all times. Nails are not to exceed a length greater than 1/4 inch beyond the fingertips.

Other items of importance

- Cell phones should not be out or visible at any time in resident rooms, at the nurse's station or on the floor. Cell phone usage is not permitted except in designated staff break areas.

DINING AND MAINTENANCE STAFF

Clothing

- It is mandatory that employees wear shirts provided required by UVRC. Shirt tails are to be worn inside the pants. T-Shirts may not be worn in place of provided shirts unless a designated UVRC logo shirt day.
- Pants are considered part of the uniform. Staff will wear the color of pants specifically identified for their position. Blue jeans, cropped pants, shorts, leggings, and spandex are prohibited.

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For Maintenance Staff:

Khaki

For Dining Staff:

Black

Hair

- Neat, clean, well-groomed hair is an essential part of a professional appearance. Hair will be worn back from the face and secured in a manner as to not allow hair to fall forward. Hair length should not interfere with tasks.
- Facial hair must be neat and trimmed and, for dining staff, have the ability to be covered with proper restraints, otherwise staff must present to work clean shaven.

Shoes

- Appropriate footwear will be required based upon the job duties.

For Dining Staff:

Shoes with non-slip soles required at all times

For Maintenance Staff:

Appropriate footwear for assigned duties

BUSINESS CASUAL

Clothing must be clean, pressed, and businesslike, to present a professional appearance appropriate to the employee's job and work duties.

For women, skirts or dresses of appropriate length, dress slacks, blouse, sweater, twinset, jacket and closed or peep toe shoes, dress sandals.

For men, dress slacks or chinos, a button-down shirt, golf style shirt, sweaters, socks and dress shoes. Neckties and jackets or blazers are optional. Shirt tails are to be worn inside pants.

Capri and cropped pants are not permissible.

Logo wear, sweat suits, hoodies, and sweatshirts of any style or material are not considered professional business attire and are not permitted.

Blue jeans including jeans, denim skirts, and denim dresses are not considered professional dress and not permitted unless a designated jeans day. Heavily worn, torn, ripped, frayed jeans are not acceptable at any time.

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RESPONSIBILITY

Employees: All employees are expected to comply with the above standards. Any employee who does not comply with the required standards may be asked to depart the property and return appropriately dressed. This time will not be compensated. Refusal to comply with this Dress Code Policy will be addressed through the corrective action process.

Managers: Each Department Manager is responsible for ensuring compliance with appearance and dress standards in his / her respective department. The Department Manager may establish and enforce more specific department standards required to meet unique critical, regulatory, operations, and/or safety needs.