

Policies & Procedures		Current Effective Date	<u>11/1/19</u>
		Last Review Date	<u>10/31/19</u>
Title:	Dress and Appearance	Supersedes: N/A	
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Owner:	Chief Human Resources Officer		

Scope:

Renown Health and its affiliated entities, including Renown Regional Medical Center, Renown South Meadows Medical Center, and Rehabilitation Hospital, adopt the following policy and procedure.

Policy Statement:

The purpose of this policy is to describe the dress and appearance expectations for employees and volunteers in order to support safety while working; to present or create a professional or identifiable appearance for patients, visitors, customers, and the public, and to promote Renown’s Values of Caring, Integrity, Collaboration, and Excellence through our appearance. Workplace dress and appearance must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed. Uniforms may be required for certain positions. It is our policy to comply with NRS 608.165 and NAC.608.090 with respect to providing and cleaning uniforms.

- Definitions:**
1. Patient Care Area - Any area in which patients are present for clinical reasons. This includes the entrance to any unit or clinic, nursing stations, patient rooms, and reception/waiting areas.
 2. Business Dress – Attire of a style and nature as to be generally accepted as business attire; such as, a business suit (pant or skirt) or coat (blazer or

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sport) with or without a tie.

3. Casual Dress - Casual shirts: All shirts with collars, business casual crewneck or V-neck shirts, blouses, golf, and polo shirts. Examples of inappropriate shirts include shirts with holes, frays or stains, T-shirts, tank tops, muscle shirts, and crop tops. Pants: Casual slacks, trousers, shorts of appropriate length, and jeans without holes, frays, etc.

Procedure:

These Procedures apply to all employees and volunteers while in the service of Renown Health, regardless of location on or off the property of Renown. Some departments may have additional procedures, standards or regulatory guidelines which may vary from, be more detailed, or more stringent than this organizational policy.

1. Apparel Standards

- a. Employees who are not assigned a uniform, are expected at all times to wear Business Dress or Casual Dress as instructed by their supervisor.
- b. Employees working in patient care areas throughout the organization, who interact with patients and provide direct care to them, must wear a uniform, color-specific scrubs or hospital-issued scrubs, see addendum for specific information. Employees in these areas are also required to wear closed toed shoes and socks.
- c. Any apparel extremes that would be perceived as offensive or disruptive to a patient, visitor, customer, or other employee shall not be worn.
- d. Visible body adornments such as jewelry, tattoos, and piercings should be appropriate for the workplace. Permanent adornments that cannot be removed that would be considered as offensive, disruptive or as Colors should be removed or covered up using clothing or bandages.
- e. A member of the Senior Management Team has discretion to allow

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employees in certain areas to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and comply with Grooming Standards.

2. Grooming Standards

- a. Hair should be washed and styled as needed to maintain an appearance that comports with the acceptable apparel standards. Hair restraints must be worn at all times by employees working in food establishment areas that prepare or serve meals, or come in contact with eating and cooking utensils.
- b. Mustaches and beards are permitted as long as they are kept clean and groomed to maintain an appearance that comports with the acceptable apparel standards.
- c. Fingernails shall be kept clean and at a length so as not to impair job duties or spread the transmission of bacteria or disease. ([See Hand Hygiene Policy](#)).
- d. Perfume and fragrances should not be used in any Patient Care Area. Perfume and fragrances may be used outside of Patient Care Areas if used sparingly and provided it does not adversely affect others.
- e. Employees will maintain personal cleanliness at all times. Body odors, both natural and those produced from outside sources such as tobacco products should be appropriately addressed. The use of perfume or fragrances to attempt to mask otherwise offensive odors is not acceptable.
- f. Any employee not able to meet the standards above will be required to leave the premises until those standards are met. Hourly-paid employees will not be compensated for any work time missed.

3. Religious Issues/Medical Conditions

It is recognized that certain religious preferences or medical conditions may necessitate an exception to the guidelines herein. In such

instances the employee should work with their supervisor and/or human resources to address an exemption. The leader, along with the Renown Health Vice President of Human Resources, or his or her designee, will determine the appropriateness of the exemption on a case-by- case basis.

4. Apparel/Uniforms

Employees designated in the addendum are required to wear specified apparel/uniforms. It is expected that these employees will dress according to requirements and comply with the stated apparel/uniform for a given department. Uniforms provided by Renown will not be worn outside of campus and/or at non- Renown approved events and/or during unscheduled working hours with the exception of traveling to and from work.

- a. Issuance of Apparel/Uniforms: Uniforms provided by Renown are to be utilized for Renown business purposes only and remain the property of Renown.
- b. Upon hire, employees will be issued apparel/uniforms. Full-time employees will be issued three apparel/uniforms, part-time and per diem employees will be issued two apparel/uniforms.
- c. Apparel/uniforms are to be maintained by the employee and shall be cleaned and pressed prior to reporting to work. Fabric care instructions for uniforms will be provided, and it is the responsibility of employees to ensure instructions are followed. Apparel/uniforms must be clean, pressed and in good condition (no rips, tears or other signs of wear.)
- d. New uniforms will be issued every January.
- e. For infection control purposes, the organization may launder issued apparel/uniforms (such as surgical scrubs) that must be cleaned using a special cleaning process and cannot easily be cleaned by the employee. Under no circumstances are these items to leave the facility at any time or for any reason.
 - i. Uniform Requirements Requests to change uniform requirements outlined in this policy must be approved by the Renown Health

Vice President of Human Resources. Changes that result in the issuing of Renown Health logo wear must also be approved by the Senior Management Team member and Marketing department.

5. Renown Health reserves the right to amend this policy at any time for any reason and without advance notice.

References/Regulations:

Uniform Addendum – Effective November 1, 2018

The following departments have been identified as requiring employees to wear specified apparel/uniforms as listed below. Employees shall provide their own pants and accessories such as shoes, socks and belts in specified colors, unless otherwise indicated.

Positions not specifically addressed in this addendum, are expected to comply with the guidelines of the Dress & Appearance Policy, and may be required to wear a white lab coat, as dictated by their departmental requirement.

Hospitality

All employees working in a food establishment areas are required to wear their own non-skid closed-toe shoes.

1. **artisan's market bistro** - Waitstaff: Employee-provided white banded-collar blouse or shirt, tucked; black bistro apron over black pants. The uniform must be worn with the employee's solid black, gray or navy shoes, matching colored socks and belt.
2. **Car Seat Safety**: It is required that the issued logo shirt be worn with the department issued tan tactical pants.
3. **Inn Reception**: It is required that the issued uniform top be worn with the employee's solid black pants; solid black shoes; dark-colored socks or stockings and matching belt. Employees are responsible for following fabric care instructions, resulting in a clean and pressed appearance, providing an image of appropriate fit and professional appearance. Employees may wear a solid white shirt, which must be tucked in, under uniform tops.
4. **Sierra Café staff** – it is required that the issued uniform top be worn with the employee's solid black pants.
5. **Starbucks**: It is required per franchise requirements.
6. **Subway**: It is required per franchise requirements.

Shared Services

1. **Facilities Engineering**: Charcoal grey work shirt with black work pant.
2. **Security**: It is required that the issued uniform shirt be tucked in, pressed,

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and worn with the department issued black uniform pants. Employee's black, rubber soled boots must be clean and polished at all times. Department issued duty belts are to be worn at all times. Department issued black uniform jackets will be worn when necessary. Black Renown ball caps and winter stocking hats may be purchased by the employee. Hats may be worn while performing functions outdoors. Traffic vests must be worn while performing traffic control functions. Safety gear must be worn at all times. Personal protective gear that is not provided by the department must be approved by leadership prior to utilization.

Acute Care/Transitional Care Services

1. **Guest Services:** It is required that the issued Renown logo polo be worn with the employee's solid black pants; solid black shoes
2. **Patient Access –** It is required that the issued Renown purple polo be worn with the employee's solid black, brown or khaki pants.

Institute for Heart and Vascular Health & Institute for Cancer

It is required that the Renown issued purple or pewter scrubs be worn.

Ambulatory/Network Services

1. **Medical Group – Patient Access Representatives:** It is required that the issued Renown purple polo be worn with the employee's solid black, brown or khaki pants.
2. **Outpatient Imaging Tech -** It is required that the issued royal blue scrubs be worn.
3. **Outpatient Lab – Patient Access Representatives:** It is required that the issued Renown purple polo be worn with the employee's solid black, brown or khaki pants.
4. **Medical Assistants:** It is required that the issued Renown purple or pewter scrubs be worn.

UNIFORM ASSORTMENT

Activity Asst / Unit Clerks / Birth Cert	Purple Polo					
Aides / Techs / Assistants	Pewter Top	Pewter Pant	Pewter Jacket			
Clinical Engineering	Navy Polo					
CNA / Emergency Tech	Pewter Top	Pewter Pant	Pewter Jacket			
Dietitian	Wine Top	Wine Pant	Wine Jacket			
Environmental Services	Grey Top	Black Pant	Grey Jacket			
Exercise Specialists	Black Polo	Grey Concrete Polo				
Dietary / Food & Nutrition Services	Black Polo	Deep Berry Polo				
Imaging Techs	Royal Blue Top	Royal Blue Pant	Royal Blue Jacket			
Medical Assistant	Grape Top	Pewter Top	Grape Pant	Pewter Pant	Grape Jacket	Pewter Jacket
Nurse Assistant Trainee	Cell Top	Cell Pant	Cell Jacket			
Patient Access / Financial Assistance	Purple Polo					
Patient Safety Assistant	Blue Lake Polo	Blueberry Polo				
Patient Safety Associate / Patient Safety Technician	Hunter Green Top	Hunter Green Pant	Hunter Green Jacket			
Pharmacy Technicians	Khaki Top	Khaki Pant	Khaki Jacket			
Radiation Therapy	Teal Top	Black Pant	Teal Jacket			
Rehab Therapy Technician	Iron Grey Polo	Steel Polo	Pewter Top	Pewter Pant	Pewter Jacket	
Respiratory Care	Navy Top	Navy Pant	Navy Jacket			
RN / LPN	Grape Top	Grape Pant	Grape Jacket			
Supervisor of Environmental Svcs	Grey Concrete Polo					
Support Services Dispatcher	Forest Green Polo					
Therapies	Tropic Blue Polo	Caribbean Blue Top	Caribbean Blue Pant	Caribbean Blue Jacket		
Unit Clerk	Purple Polo					

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