



# KAISER PERMANENTE

## Los Angeles Medical Center Policies and Procedures

Location: <b>LOS ANGELES MEDICAL CENTER</b>	Old Policy Number:	On-Line Policy Number: <b>4034</b>
Section: <b>HUMAN RESOURCES</b>	Effective Date: <b>01/88</b>	Page: <b>1 of 3</b>
Title: <b>PERSONAL APPEARANCE AND WEARING APPAREL</b>	Review / Revise Date: 06/97, 06/00, 06/03, 10/05, 03/08, 05/14, 2/15	
Approved by: <b>POLICY &amp; PROCEDURE COMMITTEE -11/14</b> <b>MEDICAL CENTER ADMINISTRATIVE TEAM - 02/15</b>	<input checked="" type="checkbox"/> Medical Center Wide <input type="checkbox"/> Department Specific <input type="checkbox"/> Ambulatory <input type="checkbox"/> Hospital	<input checked="" type="checkbox"/> Non-Clinical <input type="checkbox"/> Clinical
Owner/Responsible Party: <b>HUMAN RESOURCES</b>		

### REFERENCES:

- California Code of Regulations, Titles 8 and 22
- 2014 The Joint Commission Hospital Accreditation Standards
- Los Angeles Medical Center Policy # 6301 Hand Hygiene.

### PURPOSE:

To ensure compliance with applicable codes of safety and patient care and professional image. The public evaluates our service based on many criteria including the professional appearance of our facilities and staff. This policy is intended to establish a standard to enhance professionalism, public image, a service-oriented culture, and maintain a clean safe environment.

### SCOPE:

All Medical Center employees and students.

### DEFINITION:

**Appropriate-** For purposes of this policy, use of the words "appropriate" or "proper" are intended to mean clothing (etc.) that best aligns with the employee's role within the KP workplace. It is intended to ensure that appearances of staff allow them to perform their jobs safely, without serving as a distraction to others, or interfering with professional service to our members.

### POLICY:

1. All departments shall specify dress standards that consider the type of work, work area, regulatory requirements and other considerations pertaining to the department's responsibilities. Department Managers shall determine what is or is not unacceptable (i.e., extreme), establish or modify this policy as necessary to meet departmental needs.
2. All management staff shall be responsible for modeling and reinforcing the dress code guidelines and defining and approving any specific/additional restrictions or exceptions to dress standards which take into consideration the type of work and work area.
3. Requests for exceptions to any portion of this policy for religious or medical reasons must be accompanied in advance by a verifiable, written explanation from the employee's clergy, physician or other health care practitioner.
4. Employees are expected to acquaint themselves with and adhere to this policy.
5. Grooming and Personal Hygiene;
  - A. The basic grooming standard for all employees consist of cleanliness and neatness with regard to both person and attire.

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Location: <b>LOS ANGELES MEDICAL CENTER</b>	Policy #: <b>4034</b>	Effective Date: <b>01/88</b>	Page: <b>2 of 3</b>
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- B. Hair shall be neat, clean, and appropriately styled for the work setting. Extreme styles and/or color, excessively long hair that could potentially interfere with assigned duties or presents a potential hazard, must be tied back or otherwise contained by a hair net or other acceptable covering.
  - C. Facial hair, such as moustaches, sideburns, and/or beards must be neatly trimmed, maintained and clean at all times.
  - D. Fingernails, whether artificial or natural, must be kept neatly groomed and clean. The length of nails should not interfere with work responsibility or pose a safety hazard and cannot serve as a distraction to others. Refer to LAMC Hand Hygiene Policy, #6301.
  - E. Perfumes, colognes, and aftershave lotions should not be used excessively. It is strongly recommended and in some areas may be required, that perfume and/or cologne NOT be used in direct patient care settings, due to possible patient/co-worker sensitivity.
    - 1) Perfume-sensitive individuals should inform their supervisor and discuss options upon hire or first knowledge, whichever comes first
  - F. Make-up must be moderate and appropriate for the medical center environment.
6. Accessories
- A. Jewelry that could be a potential hazard to effective work performance or patient safety is not permissible. Depending upon the work setting, jewelry could include, but not be limited to, pendant adornments, necklaces, chains, and excessively large hoop earrings.
  - B. Items such as rollers, hats, picks, flowers, large combs, bandanas, headbands, etc., are not permitted.
  - C. For those providing direct patient care, jewelry shall be limited, so as not to interfere with work responsibility, safety or infection standards.
  - D. In order to minimize personal loss, discretion in the wearing of jewelry is advised. Kaiser Permanente is not responsible for jewelry that is lost or stolen.
  - E. Sunglasses or nonprescription glasses with dark tinted lenses are unacceptable during working time while performing work.
  - F. Pins from medically related professional organizations, recognized bargaining unit, or Kaiser Permanente sponsored pins are considered acceptable.
  - G. Pierced facial jewelry, including, but not limited to, nose, tongue or eyebrow jewelry shall be discrete, appropriate, and safe for staff member's job function. Refer to Reasonable Accommodations below;
    - 1) Nose – one stud no larger than 2mm on side of nose only.
    - 2) Ears – no more than 2 earrings per ear; ear stretchers must be no larger than 2mm.
    - 3) Facial or body piercing that is visible or noticeable should not be worn while on duty.
  - H. All tattoos should be covered if feasible. Visible tattoos cannot serve as a distraction to others.
7. Kaiser Permanente Picture ID
- A. Kaiser Permanente issued picture ID must be worn at all times. The employee's name, title and picture must be visible. The picture ID/badge shall be worn above the waist.
8. Footwear
- A. Footwear must be appropriate and in accordance with this policy and/or other safety considerations. Shoes must be neat and clean at all times.
  - B. Wearing of recreational type shoes must be consistent with the stated purpose of the overall policy.
  - C. Flip flops, sandals, and slippers are not acceptable at any time.
9. Clothing

# Los Angeles Medical Center Policies and Procedures

Location: <b>LOS ANGELES MEDICAL CENTER</b>	Policy #: <b>4034</b>	Effective Date: <b>01/88</b>	Page: <b>3 of 3</b>
--	--------------------------	---------------------------------	------------------------

- A. Uniformed Employees
  - 1) Nursing staff uniforms may be white, colored, solid or printed.
  - 2) Employees in departments in which a standard uniform is issued or required must wear that uniform.
  - 3) Other apparel as required by regulatory guidelines.
- B. Non-Uniformed Employees
  - 1) The basic standard for employees who identify as female is; knee length dress or skirt, slacks, pantsuits, blouses or sweaters that are appropriate to the function and the work the employee performs.
  - 2) The basic standard for employees who identify as male is; dress pants, slacks, dress shirts, sport shirts that are appropriate to the function and work the employee performs.
  - 3) Department specific apparel is to be worn by designated personnel in accordance with their unit/area's specific guidelines. (i.e., smocks, lab coats, scrubs, and brand attire).
- C. Inappropriate Dress
  - 1) The following articles or styles of clothing are not appropriate for any employees:
    - a) Uncovered undergarments
    - b) Spaghetti strap tops, sheer blouses/shirts without a cami underneath, midriff, low cut blouses/dresses, or any top without proper coverage of cleavage.
    - c) Mini-skirts, strapless dresses, sun dresses, shorts, floor length style dresses and/or skirts.
  - 2) Denim-type jeans, Exception: where allowed by specific departmental policy.
  - 3) Tight, torn, faded or patched clothing
  - 4) Jogging, sweat suits, lounge wear, club and sports gear
  - 5) Any clothing with tears or stains
  - 6) Isolation gowns and/or patient's gowns – except when giving patient care
  - 7) Halloween costumes are strongly discouraged in direct patient care areas (except where endorsed by Kaiser Permanente)
  - 8) Any clothing that distracts from a professional appearance and/or safety is considered inappropriate attire.
  - 9) Leggings without proper coverage.
- 10. Medically approved accommodations
  - 1) The Employer shall make reasonable accommodations that allow an employee to do the essential functions of their job. Duration of approved accommodation must be verifiable and recent.
  - 2) Requests for exceptions to any portion of this policy for medical reasons must be accompanied in advance by a verifiable, written explanation from the employee's physician or other health care practitioner.
- A. Religious Accommodations
  - 1) Reasonable accommodations may be made for those individuals who wear ornamental jewelry or other articles of clothing, to comply with religious practices.
- 11. Department Manager is responsible for the consistent enforcement of the dress code for their particular areas.
- 12. Disciplinary action shall be taken up to and including termination for failure to adhere to the dress code.
- 13. Department Manager can write additional department requirements with approval from Human Resources.