

Quality Management Manual Department of Pathology	Document No. LADM 3000 Q Page 1 of 5
Laboratory Administration Dress Code for the Laboratory	Origination Date: 09/2002 Version: 2.5

Policy Statement	<p>The Department of Pathology, recognizing the unique characteristics of the laboratory workplace, has tailored this policy to ensure the safety of the associates and the affiliates within the workspace.</p> <p>The policy for Laboratory standard of dress and appearance concurs with Saint Agnes Hospital Dress Code with some additional requirements.</p>
Purpose	<p>The personal appearance of associates contributes significantly toward the community's impression of Saint Agnes Hospital, and has significant impact on the patient and customer's satisfaction. Appropriate associate appearance is necessary to create an environment of caring and clinical excellence.</p> <p>A standard of professionalism is required of associates in the manner in which they dress as they perform their respective duties. Appropriate attire and personal hygiene must accompany appropriate safety practices within the Laboratory environment.</p>
Scope	<p>This policy applies to all associates and affiliates working in the physical space of the Department of Pathology and Laboratory Outreach locations.</p>
Responsibility	<p>Laboratory supervisory personnel are responsible for the consistent application of this policy.</p> <p>Associates and affiliates are expected to read and comply with the requirements of this policy.</p>
Protective Clothing and Equipment	<p>Lab coats, gloves and other protective supplies are available to all Laboratory associates, affiliates and vendors, as required for the performance of tasks that require special precautions or protection for personal safety as noted in the Infection Control Policy – Bloodborne Pathogen Exposure Control Plan and Laboratory Chemical Hygiene Plan. Such items are maintained and replaced as appropriate.</p> <p>Personal protective equipment (PPE) and clothing are to be used according to safety standards and requirements.</p>

Saint Agnes Hospital, 900 S. Caton Avenue, Baltimore, MD 21229

Quality Management Manual Department of Pathology	Document No. LADM 3000 Q Page 2 of 5
Laboratory Administration Dress Code for the Laboratory	Origination Date: 09/2002 Version: 2.5

	<p>Protective garments are to be kept closed (tied, buttoned, snapped) to protect clothing while performing tasks that have the potential to expose an associate to a blood or other potentially infectious material, splash, spill, etc. No such equipment and/or clothing are to leave the facility. PPE is to be removed prior to leaving the work area unless transporting specimens. Do not wear, carry, or store used PPE in clean areas of the Laboratory.</p> <p>Associates are responsible for advising supervisors of additional individual needs and/or special requirements. An Employee Health Service consultation with the associate may be required prior to the purchase of specific PPE supplies, equipment, or other special requirements requested by the associate.</p>
Clothing/Uniforms	<p>Unless a Laboratory section's policy requires the wearing of a uniform specific to the section; both male and female associates should choose clothing suitable for business.</p> <p>In addition to conservative street clothes, uniforms or scrubware are permitted attire. The associate must bear the cost of the uniform. All clothing worn in the Laboratory must be tailored as to avoid extreme fashions; be of acceptable repair and follow the restrictions of SYS HR 61 Dress Code Policy.</p> <p>While performing tasks at the bench in testing or processing areas, PPE lab coats are required.</p> <p>Hosiery, stocking, socks or anklets must be worn. Shoes must be of a style to meet safety standards, meet the requirements of the hospital dress code and be in good repair. Appropriate shoes are an important safety factor for the reduction of slips, trips and falls; the floors of the Laboratory pose special risks for falls due to the nature of work performed. Shoes should have a non-slip sole; high heels are not acceptable. Heel height is not to exceed 2 ½ inches; chunky, stacked or wedge heels provide the best footing and stability. Croc-like shoes with holes in the top, open toe shoes, sandals, and flip-flops are prohibited.</p>
Identification Badges	<p>State law requires that healthcare workers wear ID badges at all times while at work in a health care facility. The</p>

Saint Agnes Hospital, 900 S. Caton Avenue, Baltimore, MD 21229

Quality Management Manual Department of Pathology	Document No. LADM 3000 Q Page 3 of 5
Laboratory Administration Dress Code for the Laboratory	Origination Date: 09/2002 Version: 2.5

	<p>associate's picture must be visible and worn clipped to clothing on the upper torso or on a lanyard. Lanyards must be designed as a break away model.</p> <p>Any lost badge is to be reported to Human Resources immediately and a new badge obtained.</p>
Pagers/Mobile Phones	<p>Associates are to abide by SAH policies regarding use of pagers and mobile phones.</p> <p>Lost or stolen pagers to be reported to Communications immediately and to the appropriate supervisor. Lost mobile phones are to be reported to departmental supervisory personnel as soon as possible.</p> <p>Associates assigned to carry pagers/ mobile phone units are responsible for the upkeep and battery replacement of the units. Batteries are purchases by SAH. Broken pagers are to be taken to Communications for repair or replacement; a spare pager will be provided for continuation of service.</p> <p>Such devices, when assigned, must be carried by designated associates at all times when performing assigned duties.</p>
Cell Phones/Audio Devices	<p>Cell phone handling and use is prohibited in Laboratory workspaces that are considered contaminated. This restriction applies to all testing labs, areas where specimens are processed and any area where there is a bloodborne pathogen or other exposure risk.</p> <p>When wearing PPE lab coats, cell phones are not to be kept in the lab coat's pockets but must be kept in an interior pocket of the worker's personal clothing. Cell phone ear pieces are not to be worn for purposes of two way conversation while working.</p> <p>Cell phones may be used during break or mealtime in designated non-restricted areas, such as break rooms, locker rooms and other areas permitted in the hospital cell phone policy. Cell phone use must not occur in patient traffic areas, ancillary service areas or patient rooms.</p>

Quality Management Manual Department of Pathology	Document No. LADM 3000 Q Page 4 of 5
Laboratory Administration Dress Code for the Laboratory	Origination Date: 09/2002 Version: 2.5

	<p>Personal audio devices and one earphone/earbud may be used in working areas of the lab but must not be handled by gloved hands. Washing of hands must occur prior to any manipulation of devices. The use of personal audio devices and earphones/earbuds may be restricted in certain Laboratory areas as defined by sectional policy. The use of personal audio devices and earphones/earbuds are strictly prohibited in patient service areas such as specimen collection stations and patient care units.</p>
General Appearance and Personal Hygiene	<p>All associates and affiliates are to maintain a neat, clean and professional appearance at all times.</p> <p>Hair and nails are expected to be clean and well-groomed.</p> <p>Hair must not interfere with job assignments and must not make contact with patients, equipment, counters, etc. Extreme hairstyles and unnatural hair colors such as blues, greens, oranges, purples or bright reds/yellows are not permitted under the hospital dress code. Beards are permissible when they are well-groomed and of a length that does not compromise safety of the associate, patients, and/or others.</p> <p>Nails are expected to be clean, in good repair and of such length that does not interfere with job performance. Nail polish is allowed as long as it is intact. All associates who have direct patient contact are prohibited in the use of artificial nail enhancements including artificial nails, tips, wraps, and appliques.</p> <p>Jewelry is to be worn in moderation. Associates and affiliates must be mindful of the potential for a compromise in safety that may be present with large or dangling jewelry. It is to be noted that SAH is not responsible for replacement or repair of stolen, missing, or damaged jewelry.</p> <p>Visible body piercings and tattoos are to be covered.</p> <p>Make-up/perfume/aftershave/deodorants/body lotions are to be used as appropriate and in moderation for the consideration of others. It is to be noted that many patients and associates are offended by intense odors and could have sensitivity to perfumes and odors. At the discretion of</p>

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Quality Management Manual Department of Pathology	Document No. LADM 3000 Q Page 5 of 5
Laboratory Administration Dress Code for the Laboratory	Origination Date: 09/2002 Version: 2.5

	<p>the Laboratory supervisory personnel, an associate may be requested to refrain from wearing or using personal products when others in the workplace are adversely affected.</p> <p>The use of hand soap, liquid soap and hand or body lotion is restricted to the types and brands approved by Infection Control and Prevention. Non-hospital provided products will be discarded if found in the workplace.</p>
Related Documents	<p>LADM 12015 Q Chemical Hygiene Plan SYS HR 04 Code of Conduct SYS HR 61 Dress Code Policy SYS IPC 11 Bloodborne Pathogen Exposure Control Plan</p>