



Title: Dress Code Policy

Author:	Effective Date: <i>Note: The Effective Date is assigned after all approval signatures are obtained</i>	Supersedes Procedure #
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Revised By:	Date Revised	Effective (adopted) Date: <i>Note: The Effective Date is assigned after all approval signatures are obtained</i>
Melissa Allen	15Oct2018	01Jan2019

Approval Signature	Approval Date
	12/20/18
Kelley Suskie, Vice Chair for Administration, UR Medicine Labs	
	12/20/18
Melissa Allen, Director of Operations, UR Medicine Labs	

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Sharepoint/Pathology/Clinical Lab Manual	1		
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IOH	4		

REVISION HISTORY

Policy #	Revision Date	Reason for Revision
SH.CP.AA.Igp.0018.0005 RR.CP.GL.Adm.0013.0001	15Oct 2018	Updating for consistency with University Chemical Hygiene Plan

TITLE: Dress Code Policy

1. POLICY

The Clinical Laboratory follows the University expectation that all employees maintain a professional image and that apparel and appearance reflect the nature of professional practice. Staff members' appearance, dress and personal hygiene will be in good taste, neat, clean, and appropriate for the function they perform. Additional expectations may be established by specific laboratory sections based on the nature of the work (i.e. direct customer or professional contact).

2. PURPOSE

To outline the appropriate dress code for UR Medicine Labs and establish guidelines to insure:

- A professional image with respect to appearance.
- Safety of the employees.
- Adherence to health, safety, or other regulations

III. SCOPE

This policy is intended for all UR Medicine Labs personnel. In addition, it is intended to insure the safety, adherence to health, safety, or other regulations for our student population.

IV. ACRONYMS/DEFINITIONS – N/A

V. RESPONSIBILITIES

Personnel	Responsibilities
Lab Director/Medical Director (C of Q holder)	<ul style="list-style-type: none"> • Ensure policy is followed • Review & approve policy
Lab Operations Management	<ul style="list-style-type: none"> • Ensure that personnel adhere to the requirements specified in this policy. • Follows Policy
Personnel	<ul style="list-style-type: none"> • Adhere to the requirements specified in this policy.
Lab Administration	<ul style="list-style-type: none"> • Develop policy • Follows Policy • Ensure that personnel adhere to the requirements specified in this • Reviews and approves policy

VI. GENERAL GUIDELINES

How we dress and appear is a reflection of the Medical Center and the Department of Pathology and Laboratory Medicine.

1. Employee photo identification badge must be worn in a visible location at all times. Badge must be worn above the waist for staff working in the Medical Center. Photo and name must not be obscured by stickers, pins, etc.
2. All staff, irrespective of the section in which they work, is expected to maintain a neat, well-groomed professional appearance consistent with a health care or hospital environment.
3. This policy represents a minimum standard of appearance. Where patient contact or direct interaction with customers or other hospital departments is involved, a higher standard of appearance may be required. In such circumstances, additional section-specific requirements may be established, uniforms required, or specific items prohibited.
4. Staff has a responsibility to understand and cooperate with the standards of the Dress Code.

VII. STANDARDS FOR ALL STAFF

1. Clothing must be clean, neat (in good repair and pressed), modest, professional looking, and not faded. Attire that inappropriately bares the body is unacceptable. Fad clothing, defined as extremes in lengths, widths, exposures, colors, or patterns may be considered inappropriate.
2. Skirts or skorts must be of a modest length, falling to just above the knee. Capri pants are acceptable provided they fall to mid calf or below (for technical staff working within the laboratory, more stringent guidelines apply with regard to leg coverings, **see section IX**).

Examples of inappropriate dress may include, but are not limited to the following:

- a. Tight revealing or provocative clothing
 - b. Sweat pants, shorts, cut-off pants, athletic style spandex pants, yoga pants or hip huggers
 - c. Leggings worn without sufficient coverage
 - d. Halter tops, crop tops or low cut blouses
 - e. Sports attire, hooded sweatshirts and hooded fleeces
 - f. Tops with advertisements or wording other than UR Medicine logo.
 - g. Flip flops or flimsy sandals
 - h. Shoes with heels higher than 2 inches are discouraged due to safety concerns and should be the appropriate height to assure safe mobility
3. Personal jewelry and piercings should be modest and safe. Dangling jewelry which interferes with hand washing, technical performance, or patient safety may not be worn. Excessive body piercings and tongue piercing is unacceptable.
 4. Extremes in make-up and hair style may be considered inappropriate. Hats are not acceptable attire. Artificial/enhanced nails are not allowed for employees with direct patient contact. For specific guidance refer to Infection Prevention Manual 6.5 Fingernails: Length, Polish, Artificial/Enhanced available in PolicyStat: <https://urmc-smh.policystat.com/> If fingernail polish is worn, it must be meticulously maintained, free of chipping, and clear polish is preferable, and this includes gel nail polish.

5. Tattoos that may be considered to be extremist, indecent, sexist, offensive or racist must not be visible (covered). Due to some employee's interaction with clients and the community outside of the Clinical Laboratory, visible tattoos may not be allowed in certain departments and are at the discretion of the section Supervisor/Manager.
6. Proper personal hygiene must be observed:
 - Frequent bathing and use of deodorant
 - Clean and well-groomed hair. Hair accessories should be modest.
 - Proper dental hygiene
 - Nails – refer to [Infection Prevention Manual 6.5](#) (Fingernails: Length, Polish, Artificial/Enhanced)
 - Trimmed mustaches and beards
 - Providers of patient care should not wear perfume, cologne or any other preparation including scented lotions, creams, sprays or aftershave.
 - For staff working outside of direct patient care areas, perfumes, colognes, or aftershave should be used in moderation with strong consideration of co-worker sensitivities and allergies.
7. Special consideration to professional attire must be given when participating in meetings or having contact with non-laboratory departments or customers.
8. Dress down attire will be permitted on Fridays, including jeans. Jeans should be neat and clean free from holes, rips and frays. Section specific guidelines may apply for staff working in areas with direct patient contact or interaction with the community outside the clinical laboratory. Additional dress down/jeans days may be permitted for special occasions and require departmental approval.
9. Dress-down attire (including jeans) may be worn on weekends or holidays provided there is no direct patient or customer contact (again, section specific requirements may apply).

VIII. STANDARDS FOR ADMINISTRATIVE/CLERICAL STAFF

1. Business casual, loosely defined as:

Casual business is attire that is appropriate for an office or business environment and is considered professional. It is less formal than traditional business attire, but is still intended to give a professional impression. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open collar or polo shirt, blazer, knit shirt or sweater and appropriate footwear.

2. Professional sandals are acceptable, but no flip flops.
3. Professional UR Medicine attire with UR Medicine logos on collared or polo styled shirts is acceptable.

Note: For Administrative and Clerical staff that work within a defined laboratory area, policies for technical staff will apply as per UR Medicine Environmental Health and Safety Chemical Hygiene Plan.

IX. STANDARDS FOR TECHNICAL STAFF WORKING IN CLINICAL/RESEARCH LABORATORY AREAS

1. As per the UR Medicine Environmental Health and Safety [Chemical Hygiene Plan](#), clothing and attire appropriate to lab activities is required.

2. Shoes, for safety reasons, must fully enclose/cover the foot and may not have holes or openings.
 - No sandals, shoes that expose the heel or are not well secured to the foot, clogs, crocs, high heels (greater than two inches) or light-weight slipper shoes.
 - "Dansko" or other type professional clogs are acceptable as they fully cover/enclose the foot and have slip resistant treading.
3. Attire should be business casual which includes, but is not limited to, wearing pants that cover the entire length of the leg.
 - No shorts, short skirts or capri pants when working directly in laboratory areas.
 - Skirts can be worn but must cover the entire length of the leg.
 - Tights (no sheer nylon type stockings) or leggings may be worn under skirts or dress for leg coverage. However, in the event of an exposure, the wearing of leggings or tights can increase the probability of dermatological damage due to increased skin contact time.
 - For laboratory sections working with hazardous chemicals, appropriate PPE should be identified in the section specific job hazard risk assessment and section specific requirements for leg coverings may be at the discretion of the Supervisor and Medical Director.
4. Technical staff should refrain from wearing clothing that has dangling laces/straps or that is loose fitting.
5. Dangling jewelry should not be worn.
6. Professional UR Medicine attire with UR Medicine logos is acceptable, as long as it meets standard outlined in section VII.
7. Some laboratory sections may require **hospital** scrubs to be worn. The department is responsible for the purchase and laundering of the scrubs; scrubs may not be worn or taken home to be laundered. When leaving the area, the scrubs should be considered "dirty", and a clean lab coat should be worn over the scrubs.
8. In areas where hospital scrubs are not required, **personal** scrubs may be worn at the discretion of the section Supervisor. In this case, the department is not responsible for purchase or laundering of scrubs. Scrubs should be considered as "street wear", and appropriate protective clothing (i.e. lab coat) must be worn while in the laboratory.

*Note: some lab sections may require **uniform** scrubs (i.e. courier, phlebotomy) and section specific guidelines may apply*

9. As applicable, laboratory personal protective equipment, as defined below is required to be worn when handling specimens and in accordance with requirements outlined in section specific job hazard risk assessment:
 - Laboratory provided and laundered lab coat (coat must be removed when leaving the work area, and can not be taken home) OR
 - Plastic apron and sleeve protectors.
 - Lab coat must remain buttoned. Sleeves may not be rolled up.
 - Gloves must be worn in laboratory areas when handling specimens and when coming in contact with contaminated surfaces.
 - Different Labs may have specific requirements as defined in their department policies and job hazard risk assessment.

X. STANDARDS FOR TECHNICAL SUPERVISORY STAFF

1. Business casual, loosely defined as:

Casual business is attire that is appropriate for an office or business environment and is considered professional. It is less formal than traditional business attire, but is still intended to give a professional impression. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open collar or polo shirt, blazer, knit shirt or sweater and appropriate footwear.

2. Professional sandals are acceptable, but no flip flops.
3. Professional UR Medicine attire with UR Medicine logos on collared or polo styled shirts is acceptable.
4. For Supervisory staff that are covering a bench assignment or working directly within a clinical lab space, as per the UR Medicine Environmental Health and Safety [Chemical Hygiene Plan](#), clothing and attire appropriate to lab activities is required. Standards for technical staff in section IX will apply.

XI. STANDARDS FOR STUDENTS TRAINING WITHIN THE CLINICAL LABORATORY AREAS

1. For students training within the clinical laboratory, from both internal and external programs, as per the UR Medicine Environmental Health and Safety [Chemical Hygiene Plan](#), clothing and attire appropriate to lab activities is required. Standards for technical staff in section IX will apply.

XII. ENFORCEMENT

1. Interpretation and enforcement of the Dress Code Standards rests primarily with the responsible Supervisor, and violations should be dealt with in an objective, appropriate, and immediate manner.
2. If clothing fails to meet these standards as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the situation requires employee to be sent home to change clothes, personal time use will apply. Progressive disciplinary action will be applied if dress code violations persist and could include termination.
3. It is the expectation of all Supervisors to assist their peers in enforcement of the policy. Supervisors who notice a lack of adherence to policy in any department are expected to bring this to the attention of the responsible Supervisor, Manager or Administrator.

XII. REFERENCES

1. University of Rochester Chemical Hygiene Program:
<http://www.safety.rochester.edu/labsafety/chp/chpindex.html>
2. University of Rochester Infection Prevention:
<http://sites.mc.rochester.edu/departments/infection-prevention/policy-manual/>
3. OSHA Laboratory Safety Guidance document: OSHA 3404-11R 2011 available online: <https://www.osha.gov/Publications/laboratory/OSHA3404laboratory-safety-guidance.pdf>
4. New York State Department of Health Clinical Laboratory Standards

Training or Read/Review Signature Log

Document Title:	Dress Code		
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Brief Description: Dress code was updated to meet current Environmental Health and Safety standards along with OSHA requirements for laboratory personnel. Standards updated to be consistent with all hospital departments

Trainer(s): NA
 (if applicable, or NA)

Your signature below indicates that you have read/been trained and understood the information.

Name (print)	Signature	Date (mmm/dd/yyyy)