

BAPTIST HOSPITALS OF SOUTHEAST TEXAS	
Policy Manual:	Human Resources
Policy Number:	HRF.02.01.0002
Original Date:	January 2001
Review Date:	05/14, 06/15, 07/15, 04/16, 05/18
Reviewed By:	Chief Human Resources Officer
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This Policy Supersedes:	4/16
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SUBJECT: APPEARANCE STANDARDS

POLICY STATEMENT

These standards provide written minimum guidelines regarding uniforms and personal appearance within Baptist Hospitals of Southeast Texas (BHSET), which assist in maintaining a safe, conservative and professional environment. While these are minimum guidelines for all BHSET employees, departmental standards may be more prescriptive at the discretion of the Department Director or Manager.

Name Badges:

- A name badge is part of each employee's required attire. Name badges must be visible and facing toward the front at all times while on duty.
- Pins are not permitted on name badges, as piercing the badge may damage the internal components of the proximity card causing it to become defective. Pins may be worn on badge holders but must be professional. No novelty pins are allowed.

Hair:

- Hair must be clean and neat with no styles that would, by a reasonable standard, invite negative feedback from a customer.
- Hair may not be dyed unnatural colors (such as pink, green or purple). Bleached hair is acceptable.
- Hair ornaments, if worn, shall be moderate and in good taste.
- Shoulder length or longer hair shall be pulled back or covered where there is a health or safety consideration. Long hair may be worn if it is contained so that it does not come in contact with patients or interfere in activities of the job.
- Beards and mustaches must be neatly trimmed and must not interfere with personal protective gear.

Daily Hygiene:

- Daily hygiene must include clean teeth, hair, clothes, and body, including the use of deodorant, to ensure an environment free from fragrances or unpleasant smells. These odors are distracting and may trigger allergic reactions or create health problems for sensitive individuals. This policy is meant to cover noticeable odors from any source, including personal items, perfumes, and grooming.
- Business attire and uniforms are to be clean, unwrinkled and in good condition.

Nails:

- Fingernails must be clean and neatly trimmed to round your fingertip.

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- With the exception of the Food and Nutrition Department, light colored nail polish may be worn. Black, blue, green, purple or yellow shades are not permitted. All nails must be solid in color and the same color.
- Cracked or chipped polish must be removed.
- No nail jewelry or nail art is allowed.
- Artificial nails or extenders/enhancements are prohibited for staff who have direct patient contact or substantial contact with the patient's environment of treatment, those who prepare instruments for sterile procedures or those who prepare sterile pharmaceuticals. "Artificial nails are substances or devices applied to natural nails except traditional nail polish and includes but is not limited to artificial tips, wraps, appliques, gels, powders or light contrast nails and shellac manicures". Source: Saiman L et al. Banning artificial nails from health care settings. Am J Infec Control 2002; 30:252-4 in addition to:
www.nailsmag.com/article/81754/nurses-and-nails
<http://www.valleyhealth.com/pdf/Natural%20Nail%20Policy.pdf>
www.macoalition.org/Initiatives/docs/handhygienepolicy07Baptist.doc

Makeup:

- Makeup must be conservative and neatly applied and should not detract from a person's appearance.

Jewelry:

- All jewelry such as rings, necklaces, earrings, etc. should be worn conservatively and should be moderate in size and appearance.
- Body piercing is permitted in ears only; no other visible body piercing is permitted.

Jewelry - Nursing Department:

- Jewelry must be limited. It may include professional, vocational or other required insignia worn on a professional or technical uniform.
- Watches and one ring per hand (i.e. wedding ring) are allowed. Employees involved in direct patient care may wear no other stone rings or wide bands.
- Necklaces should be limited to a single chain worn inside if a professional uniform is worn.
- Earrings should be no bigger than a nickel. Only one or two small earrings may be worn in each ear. Dangling earrings are not to be worn in surgical areas. Gauge earrings may be no larger than a dime size and must be plugged. No other visible body piercing is permitted. Jewelry that cannot be contained within the scrub attire should not be worn in the semi-restricted or restricted areas.
- Other than earrings, no other jewelry should be worn in the facial area during your shift.

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Skirts:

- Skirt length shall be no shorter than three inches above the top of the knee and may not be excessively tight fitting.
- Denim skirts, dresses, shirts and vests may be worn. Excessive beading or decorative trim is not allowed.

Pants:

- Denim pants of any color may not be worn. Spandex, leggings, athletic wear and sweat suits may not be worn.
- Appropriate casual slacks or khaki pants may be worn.
- Business capris may be worn at mid-calf length. Sports capris may not be worn. Dress leggings may only be worn under tunic dresses which are no shorter than three inches above the knee. Leggings may not be worn with any other combination of clothing.

Shoes:

- Shoes must be clean and in good condition.
- Heels may include dress sandals.
- Thongs, or flip-flops, are prohibited.
- Heels should be moderate in height

Shoes – Direct Patient Care:

- Shoes must be clean and in good condition.
- Shoes must have closed toes and quiet walking soles.
- No boots may be worn.
- Solid clogs may be worn. No clogs with holes are allowed.

Dietary Department:

- Safety shoes must be worn by all department personnel.
- Hair must be kept in hair nets or under hats as appropriate.

Scrubs:

Department directors determine the appropriate dress for staff, taking into consideration safety and business function of the department. For departments approved to wear scrubs, the following guidelines apply:

- Employees may only wear the designated scrub color for the department.
- Scrub tops and bottoms must match in color.
- Only solid colors may be worn.

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- All scrub uniforms must be constructed of scrub or uniform standard material only. No fleece is permitted.
- Scrub tops with minimal piping and/or side panels in an alternate color are permitted.
- Scrub tops that contain a print or decorative design are not permitted with the exception of the Pediatric Unit and Pediatric Emergency Department.
- Print tops are allowed for all units for 1 week during each of the following holidays. The week of the holiday starts 6 days prior to the holiday through the day of the specified holiday. The print must be appropriate to the holiday in question. The approved holidays are 4th of July, Halloween, Thanksgiving, Christmas, and Easter.
- Shirts worn under scrubs should be the same color as the scrub, white, gray or black. The shirt must also contain no print or graphic art.
- Only organizationally approved black jacket with Baptist logo may be worn by staff, in addition to other approved jacket colors.

<u>CATEGORY</u>	<u>Top, Pants and Jacket</u>
RN	Solid Royal Blue or White
LVN	Teal
Labor & Delivery	Light Gray – hospital issued
Surgery/Endoscopy	Light Gray – hospital issued
LPCT	Solid Tan Khaki
Echo/EEG	Solid Tan Khaki
Certified Nurse Assistant/Nurse Assistant/Tech	Solid Tan Khaki
UC/TS	Solid Tan Khaki
Physical Medicine	Black
Orange Radiology	Black
Beaumont Radiology	Hunter Green
Radiology School	Malibu Blue
PBX/ER Registration/Scheduling/Insurance	Dark Pink/Dark Gray

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Beaumont Housekeeping	Burgundy
Respiratory	Navy Blue
Laboratory	Olive and Caribbean Blue
Perfusion	Green – hospital issued
Facilities	Dark Gray
Kitchen	Kitchen Utility – Red/Black Host/Hostess – White/Black Cooks – Black/Black Terrace Servers – Black/Black Supervisors/Cashiers – Blue/Black Administrative – Business Attire
Orange Housekeeping	Dark Gray
Volunteers	Navy Blue
Cath Lab	Green – hospital issued
Cardiac Rehab	Raspberry
Special Procedures	Light Blue
PICC	Graphite
Case Managers – Patient Care	RN colors
Case Manager – Non Patient Care	Business Attire
Pharmacy	Ciel
Laundry	Jade/Spruce
Dietitians	Eggplant/Business Attire
Cancer Center	Slate Gray
Dauphin Center	Hot Pink
ED Paramedics	Ceil Blue Top/Black Pants

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Orange Imaging	Black
Orange ER Registration	Eggplant/Turquoise
Painters	White
Behavioral Health Activity Therapists	Dark Brown
Behavioral Health Therapists	Olive Scrubs/Business Attire

Other:

- Revealing clothing is not permitted and proper undergarments shall be worn.
- Ornamental hosiery is not permitted (i.e. lace, rhinestones, bows, etc.).
- Sunglasses may not be worn indoors unless prescribed by a physician or required for the job.
- Portable, personal audio equipment (headphones, earbuds or bluetooth) are not to be used while on work premises, with the exception when required to perform work and/or education.
- Hats shall be worn only as part of a uniform, for safety reasons or for religious purposes.
- All tattoos shall be appropriately covered so as not to be visible.
- No hooded jackets are permissible in any area while on duty.

Casual Day Shirts:

- Fridays are specified as the day staff are allowed to wear departmental or hospital issued t-shirts.
- Examples of approved shirts are: Partners in Caring polo shirts, departmental or hospital-specific polo shirt. Adherence to all other appearance guidelines is required.
- Employees with scheduled client meetings, commitments or other official business are expected to wear normal business attire. In addition, all of the above-referenced appearance guidelines remain in effect on Casual Day.

Contract Employees:

- Contract employees must also adhere to BHSET's appearance standards.