

Langlade Hospital
Antigo, Wisconsin

Policy No.: HR247
Page No.: 1 of 6
Effective: 2/14/94
Revised: 12/3/13
Author: J. Markgraf

SECTION: Human Resources

SUBJECT: Personal Appearance and Dress

SCOPE: Hospital Wide

PURPOSE: In keeping with the Philosophy of Langlade Hospital which states that each human life is God's unique creation to be respected and treated with dignity, these guidelines are provided to ensure professional work appearance and dress by all "clinical" and "non-clinical" employees during normal working hours.

POLICY: Langlade Hospital is a service organization which deals with the public and is necessarily concerned with health, patient care, safety, infection control, and business relations. This policy emphasizes the value Service Excellence, projecting a positive, professional image to our patients, customers/partners and is based on business necessity, yet attempts as much as possible to recognize individual differences in taste.

As a member of Langlade Hospital's health care team, how we dress and our appearance have a major influence on how patients and our customers perceive their experience with us. Our goal is to create a patient experience that instills confidence in all that we do for everyone that we interact with. As an employee you play a vital role in defining your work environment. How you dress for work demonstrates pride, interest in a safe work environment, and respect. Employees must exercise judgment and common sense for this policy to be effective. When choosing attire to present to work at Langlade Hospital, employees should not wear anything that detracts from the atmosphere of service excellence and professionalism that is the cornerstone of our work environment.

DEFINITIONS:

Clinical: Employees who provide "hands on" patient care, tests, exams or treatments, are considered in a "clinical" role. This also includes employees who may not have hands on patient care responsibilities, but whose primary duties are performed in a clinical area of the Hospital.

Non-Clinical: All others. Note: Employees who may come in contact with patients, but do not provide an exam, test, treatment, or hands-on patient care are considered in a "non-clinical" role

I. ALL ATTIRE:

- A. Clothing must be neat, clean, non-faded, of modest fashion, and appropriate for the work situation.
- B. Clothing should not be so tight as to restrict necessary activity.
- C. Undergarments shall not be noticeable.
- D. Attire for special occasions (i.e., Holidays, Hospital Week, Packer Day, field trips, etc.) may be worn by employees when defined and approved by the Hospital Directors.

Langlade Hospital
Antigo, Wisconsin

Policy No.: HR247
Page No.: 2 of 6
Effective: 2/14/94
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SECTION: Human Resources
SUBJECT: Personal Appearance and Dress

- E. Approving alternate shirt/tops during a week defined to celebrate a specific departments- career/profession will be left to the discretion of the department manager.
- F. Employees who are meeting/greeting outside clients or representing the hospital at meetings outside of the hospital are expected to dress professionally.
- G. Employees are required to wear their name badge at all times so our patients, co-workers, customers and visitors can identify you as an employee.
- H. Footwear:
 - a. Shoes/sandals/clogs must be professionally-appearing, neat and clean and polished, and the heels should produce little sound, especially if worn in patient care areas.
 - b. Canvas deck shoes of any kind are discouraged.
 - c. Open toes are acceptable for non-clinical employees with the following exceptions: Flip flops (single strap between the toe with foam or leather bottom) and plastic athletic sport sandals.
 - d. Sandals, sling back or open toed shoes (for non-clinical employees only) must be professionally-appearing, conservative, and not pose a safety hazard. Elevated heels appropriate for the work setting.
 - e. When walking to and from vehicles in the early Spring and Winter when snow and ice conditions are present, employees should wear non-slip shoes. Acceptable: Leather sole, rubber boots, hiking boots, Inappropriate: Athletic shoes, high heels, sandals, flip flops.
- I. Hosiery/tights shall be worn by “clinical” employees at all times. “Clinical” employees can wear anklets or footlets as long as they are worn with slacks/pants (to the ankle).

Employees in a non-clinical role are not required to wear hosiery and may go without when toes and feet are neatly manicured.

- J. Jewelry and accessories such as earrings and necklaces are acceptable if they are short enough so as not to interfere with patient contact, procedures or equipment. Finger rings are also acceptable if they do not interfere with patient contact, procedures, or equipment. Jewelry should not be worn in areas where it constitutes a safety hazard or sanitation problem.

II. UNIFORMS AND/OR SCRUB SUITS

- A. The Hospital, along with the Department Manager, will establish whether or not employees in that department will wear scrub suits, uniforms, or conventional dress.

Langlade Hospital
Antigo, Wisconsin

Policy No.: HR247
Page No.: 3 of 6
Effective: 2/14/94
Revised: 12/3/13
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SECTION: Human Resources
SUBJECT: Personal Appearance and Dress

- B. Uniforms and scrub suits must be neat, clean, wrinkle-free, non-faded, and not so tight as to restrict activity. Denim scrubs or camouflage scrubs/clothing of any kind are not acceptable.
- C. Scrubs will be provided by LH to “clinical” employees in the departments of Surgery, Ambulatory Care, Sterile Processing and Birthing Center for infection control purposes. Employees not regularly scheduled in one of these departments, but provide back-up coverage for any reason, are required to wear LH-provided scrubs.
- D. In the event of an exposure occurrence, scrubs will be provided to the employee by the Department Manager. Refer to Infection Control Policy #835.

PROFESSIONAL BUSINESS ATTIRE: This section applies to the Hospital Directors, and any member of “Leadership” when presenting Langlade Hospital to the general public (i.e. meeting with customers, vendors, applicants, at a career or health fair. etc.) Note: LMH logo-wear, if provided by the Hospital, is also acceptable attire at career or health fairs.

ACCEPTABLE	INAPPROPRIATE
<p>Suits or pant suits Cotton, corduroy, wool or blends & dress slacks Blouses/dress shirts (Sleeveless is appropriate) Blazers/sport coats Loose legged skorts/culottes/ loose-fitting, professional-appearing pants no shorter than 5 inches below the bottom of the knee if worn as part of a business suit Skirts, dresses, and tunic tops - no more than 3" above the knee Long skirts/dresses with moderate slits Sweaters Tie/scarves Dress shoes Dress boots Walking dress shorts/skorts - no more than 2" above the knee if worn as part of a business suit.</p>	<p>Sundresses Tank tops/dresses Halter tops Mini skirts Spandex pants Cargo pants Tight-fitting, non-professional appearing pants shorter than 5 inches below the bottom of the knee. T-shirts with advertisements Leather/suede pants Sweat/wind suits (jacket and/or pants) Overalls Crop tops Low-cut shirts or blouses Hiking boots Denim jeans, skirts, dresses or shorts of any color Shorts (casual/sport shorts of any kind) Backless tops or dresses Strapless dresses or dresses with spaghetti straps Skorts, sweaters, tunic tops, or dresses shorter than 3" above the knee Plunging Necklines Exposed midriff Bicycle Shorts Any camouflage attire</p>

Langlade Hospital
Antigo, Wisconsin

SECTION: Human Resources
SUBJECT: Personal Appearance and Dress

Policy No.: HR247
Page No.: 4 of 6
Effective: 2/14/94
Revised: 12/3/13
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BUSINESS CASUAL ATTIRE: This section applies to all other employees not wearing uniforms or hospital-provided scrubs, and an option for Hospital Directors on Fridays. Employees who are covered by this section should dress in a manner suitable to the work they are performing, recognizing the goal of the Hospital is to maintain a professional, business appearance and work environment.

ACCEPTABLE	INAPPROPRIATE
<p>Loose legged skorts/culottes if worn as a uniform or part of a business suit Skirts, dresses, or tunic tops - no more than 3" above the knee Long skirts/dresses with moderate slits Loose-fitting, professional-appearing pants no shorter than 5 inches below the bottom of the knee Suits or pant suits Cotton, corduroy, wool or blends & dress slacks Blouses/dress shirts (Sleeveless is appropriate) Blazers/sport coats Sweaters Tie/scarves Dress shoes Dress boots Sport shirt/golf/polo shirt (knit/denim/oxford) Walking dress shorts/skorts - no more than 3" above the knee. Selected Hospital logo-wear as shown and available For purchase on the Hospital Intranet (under Dress Code Approved Apparel)</p>	<p>Sundresses Tank tops/dresses Halter tops Mini skirts Spandex pants Cargo pants Tight-fitting, non-professional appearing pants no shorter than 5 inches below the bottom of the knee. T-shirts with advertisements Leather/suede pants Sweat/wind suits (jacket and/or pants) Overalls Crop tops Low-cut shirts or blouses Hiking boots Denim jeans, skirts and dresses or shorts of any color Shorts (casual/sport shorts of any kind) Backless tops or dresses Strapless dresses or dresses with spaghetti straps Skorts, sweaters, tunic tops or dresses shorter than 3" above the knee Plunging Necklines Exposed midriff Bicycle Shorts Any camouflage attire</p>

Langlade Hospital
Antigo, Wisconsin

Policy No.: HR247
Page No.: 5 of 6
Effective: 2/14/94
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IV. PERSONAL HYGIENE:

- A. Employees are expected to keep themselves clean and free from tobacco odor and body odor out of consideration for fellow employees and patients whom they may come in contact. Perfumes, aftershaves, colognes, body lotions, etc., should be applied in very limited amounts, so as not to be offensive to patients and fellow employees.
- B. Hair lengths are not restricted. However, hair, including facial hair, should always be neatly trimmed and clean, and must not interfere with performance on duty or physically offend the patient. Natural hair colors are expected (i.e. purple, pink or similar variations of hair color are not acceptable). If employees provide direct patient care and have hair shoulder length or longer, it should be properly retained or secured. Employees working in an area where there is a legal or sanitation requirement should have their hair completely retained by hair net or cap.
- C. If safety equipment is deemed appropriate in a department, it is a requirement that this equipment be worn.
- E. Tattoos shall be appropriately concealed.
- F. Visible body piercing (with the exception of ears) will not be allowed.
- G. Fingernail Care- Artificial fingernails and extenders are prohibited for "clinical employees". Chipped nail polish must be removed. Natural fingernails must be no more than a quarter (1/4) inch in length.

V. Meeting/Off Duty Attire

- A. Employees coming in for meetings on off duty times or meetings attended outside of regular work area, may dress casually, but presentable. Jeans are acceptable.
- B. If scheduled meeting is part of your work schedule, normal work attire is expected.
- C. If you have reason to come to the Hospital after hours to work, and your business here does not involve you dealing with customers/patients, casual attire, including jeans, is acceptable.

Langlade Hospital
Antigo, Wisconsin

Policy No.: HR247
Page No.: 6 of 6
Effective: 2/14/94
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VI. Call Back Attire

- A. Employees on call, when called in, are expected to abide by the guidelines set forth in this policy.
- B. Employees who are called in to work an extra shift or portion of a shift must report in appropriate attire for their specific department as outlined in this policy.

VII. Responsibility/Monitoring

- A. It is the responsibility of each employee to follow the standards in each of their specific departments, and the responsibility of the department manager or director in each area to insure the policies are consistently followed.
- B. Concerns with an employee's appearance should be discussed privately with the employee by their department manager or director.
- C. Managers may make safety-related modifications to the above guidelines.

APPROVED:

Janelle Markgraf

12/3/2013

Director of Human Resources

Date

David Schneider

12/3/2013

Executive Director

Date