

GREENVILLE HEALTH SYSTEM
MANUAL OF POLICY DIRECTIVES

POLICY: S-104-06

TITLE: Personal Appearance, Dress and Uniform Policy

DATE: May 16, 2019 (Revised)

I. Policy

Team members, onsite students, and faculty, are expected to dress in an appropriate manner while working at Greenville Health System (GHS). Personal appearance shall support patient care and create a healthy and safe environment. The following minimum standards apply throughout GHS and shall be enforced. Members of the leadership team may make additions to these standards of dress.

II. Definitions

- A. Patient care areas. Areas in which actual patient care occurs (nursing units), not including areas such as admitting and registration areas.
- B. Artificial fingernails. Any coating placed on the nails that cannot be removed with a non-acetone nail polish remover pad. This includes but is not limited to extenders, wraps, decal, gel, shellac or overlays.
- C. Restricted areas. Designated area within operative or procedural departments that have restricted access and are often defined by a red line or signage limiting the attire and access beyond.
- D. Procedural areas. A clinical area with a restricted area defined by a red line.

III. Procedure

- A. All team members shall maintain a neat, clean, and well-groomed appearance.
 - 1. Clothing
 - a. Clothes that inappropriately expose body parts or underclothing are not permitted.

- b. Skirts should not be shorter than two (2) inches above the top of the knee.
- c. For safety, excessively baggy trousers and other clothing are not permitted.
- d. All branding of uniforms with the GHS brand identity or any garment worn by team members while in the service of their jobs to be branded with the GHS logo, must adhere to organizational branding standards as outlined in the GHS Brand Identity Guidelines. This document is available through the Marketing Department and at marketing.ghs.org/branding/styleguide. Guidelines on apparel branding can be found at marketing.ghs.org/branding/apparel. All such branding must be performed by GHS-authorized vendors. A link to this vendor list appears at the bottom of the apparel guidelines webpage. Please address all branding questions to the Manager of Brand Integration or the Director of Marketing. Failure to comply with these guidelines could result in forfeiture of an team member's right to wear an incorrectly branded uniform or garment while on the job.
- e. Clothing or jewelry displaying phrases or symbols that would violate GHS policies on discrimination, harassment or creates doubt in patients' minds regarding the ability to provide optimal patient care is prohibited.
- f. Sleeve patches denoting the team members' professional affiliation may be worn on the uniform with leadership approval.
- g. Jeans and other denim are not considered professional attire and may only be worn for projects and other limited exceptions authorized by a member of the leadership team.
- h. T-shirts, sweatshirts, and sweatpants are not considered appropriate unless specifically authorized.

- i. In departments caring for Neonatal Intensive Care patients long sleeves extending below the elbow are not permitted.

2. Accessories

- a. Shoes shall be worn. Women may wear open toed shoes in non-patient care areas.
- b. Hats, scarves, hair curlers or other headwear may not be worn, unless required for infection control purposes, part of an authorized uniform, or otherwise authorized by GHS.
- c. Extraneous articles hanging from clothing, such as chains or other articles are considered inappropriate, and shall not be permitted. Tool belts and keys for those required to carry as part of their job role shall be permitted to be worn outside of clothing.
- d. Only appropriate and professional jewelry may be worn. Team members may not wear buttons, pins or badges that do not relate to better healthcare delivery in any patient care area. In departments caring for Neonatal Intensive Care patients jewelry below the elbows is not permitted.
- e. Facial jewelry may only be worn on the ears unless for bona fide religious reasons. No more than three (3) earrings per ear will be considered appropriate. Tongue and dental jewelry are not permitted.

3. Grooming

- a. For infection control, fingernails should be kept short with natural nail tips less than 1/4-inch long, and the undersides should be cleaned frequently with soap and water. Patient care personnel may not wear artificial fingernails, chipped nail polish, nor more than two (2) rings per hand, unless part of a wedding set. In the Neonatal Intensive Care Unit nail polish or jewelry should not be worn below the elbow.

- b. Hair should be clean, neat, and trimmed. Hair color and contact lenses must be consistent with colors occurring naturally in humans. Nail coloring, lipstick, and other make up must be consistent with the expected appearance of a healthcare professional.
- c. Perfumes, after shave lotions and colognes may cause allergic reactions in some individuals and are not to be worn.
- d. The use of chewing gum is not acceptable in the presence of patients and visitors in patient care areas.

4. Tattoos

- a. Tattoos which may reasonably be perceived as offensive are not permitted to be visible. If a manager determines a team member's tattoo could reasonably be perceived as offensive, the manager may counsel the team member directly or consult with their Human Resources Manager. If the team member disagrees with the manager's concern, he or she may consult with the Human Resources Manager. In the event the manager and team member cannot agree on whether the tattoo should be concealed, the Director of Employee Services shall make the determination as to whether the tattoo may reasonably be perceived as offensive, and thus subject to the concealment rules stated above.
- b. Team members must conceal any offensive content with clothing or make-up in a manner that is compliant with Infection Control policy. A team member may use a bandage to conceal a tattoo as a last resort, in a manner that is compliant with Infection Control policy. Team members may not wear more than two (2) visible bandages for such purposes.

B. GHS provided clothing

1. When working, conditions may require team members to wear special items of clothing (scrub suits, coveralls, hard hats, gloves, aprons, coats, shoes) for reasons of protection of uniform, safety, contamination, or other purposes; GHS will provide these items. The determination of the need for special clothing will be the responsibility of, and subject to the approval of, the department leadership.
 2. Such items are the property of GHS and shall be treated accordingly, they are not to be worn for non-hospital related activities and must be returned to a GHS facility. Any team member cutting, defacing, or stealing scrub attire will be subject to the appropriate corrective action.
 3. Scrub attire (scrub pants, shirts and warm up jackets) is approved for GHS personnel employed in areas where the wearing of such attire is required for Infection Control or other clinical purposes. Staff need not change out of scrub attire when leaving the area.
 - a. Team members, Medical Staff and House Staff, must wear scrub attire in the following approved areas: operating rooms, labor and delivery rooms, procedural areas, central sterile processing, hyperbaric laboratory, and pathology assistance (autopsy).
 - b. In the event that a team member with non-hospital purchased attire becomes soiled, jade green GHS attire will be provided pursuant to Infection Control policy following contamination of clothing with blood or body fluids.
- C. Surgical attire in the operative and procedural areas
1. All team members who enter restricted areas defined by a red line should wear clean scrub attire that has been provided by GHS and laundered by a designated service that adheres to the Infection Control Guidelines.

2. All team members entering the restricted areas should cover their head and hair. Disposable masks and beard covers will be provided.
 3. Disposable bouffant caps or disposable skull caps are to be worn in restricted areas.
 4. All shoe covers and masks should be removed prior to leaving the perioperative or procedural areas.
 5. When scrubbed into sterile procedures, rings with raised edges or stones cannot be worn.
 6. In restricted areas, shoes should be slip-resistant and clean.
- D. Non-uniformed dress
1. Non uniformed team members are expected to conform to neatness and good taste in their dress. Departure from conventional dress and socially acceptable attire suitable for business operation is not acceptable.
 2. Departmental leadership has the authority to exercise reasonable judgment in matters relating to the appropriateness of a team member's dress based upon the nature of work performed by employees and the degree of exposure to the public, patients, physicians and other customers.
- E. Uniformed dress
1. Team members in designated departments shall be required to wear the appropriate uniform outlined by the department or job role in which they are employed. Descriptions of the prescribed uniform for each identified department and job role are outlined in appendix A, a copy will be kept in the uniform shop.
 2. A description of the required uniform shall be provided to team members at the time of their employment. Under normal circumstances, new team members are expected to be in uniform at the time of employment.

3. Team members may not wear GHS uniforms or Identification Badges while working for another employer.
 4. Clinical staff have the option to wear a solid colored turtleneck or t-shirt under a scrub top.
 - a. Nurses may wear a solid white, solid black, cobalt blue/galaxy blue shirt with a scrub jacket instead of a scrub top. No deep v-neck shirts are allowed.
 5. The hospital does not launder individual property, personally-owned scrubs must be transported and maintained by the team member.
 6. Department managers who wish to alter the uniform requirement within their respective departments shall obtain approval from the GHS Uniform Committee.
 7. Seasonal scrub tops and/or jackets may be worn to celebrate winter holidays from:
 - a. Thanksgiving day through New Year's day
 - b. During the week before and the week of the following special occasions Valentine's Day, Halloween, Fourth of July, spring holiday designated by Easter on the calendar.
- F. On-site students and facility should comply with GHS personal appearance, dress and uniform in addition to the requirements set by their academic program.
1. Designated uniforms for students or faculty will exclude any uniforms or colors designated for GHS team members.
 2. If engaged in non-patient care activities, nursing students should appear in professional dress and a white lab coat.
 3. When assigned to areas requiring scrub attire, students should follow the GHS requirements for GHS provided clothing.

- G. If a member of management determines that a team member is not dressed appropriately in conformance with this policy directive, the member of management shall promptly address this situation by counseling the team member. A member of management may ask a team member to go home and return to work dressed in an appropriate manner and may also take any additional corrective action as necessary. Specific questions as to the interpretation and application of this policy may be addressed to the Vice President of Human Resources.
- H. Team members may purchase uniform items needed to meet the team member's work requirements at a GHS uniform shop via payroll deduction. Payroll deduction may not be utilized for purchase of items for other uses.
1. The team member's manager should sign the payroll deduction form indicating what the specific type of clothing the team member's work requires. The team member should present the payroll deduction form to the uniform shop at time of purchase, the deduction balance may not exceed two hundred and fifty dollars (\$250.00). A team member may not make an additional purchase through payroll deduction until the previous payroll deduction is paid off.
 2. A copy of the completed form will be given to the team member and sent to the payroll department. All payroll deductions will begin in the next paycheck and will be deducted over four (4) pay periods.
 3. The payroll department will issue a check to the uniform shop for the amount collected each payroll. They will also furnish the uniform shop with a report after each payroll to assist team members making purchases.
 4. If timely notification of termination does not occur, the team member's home department will be charged with the expense of any outstanding balance.

THIS POLICY HAS BEEN REISSUED SINCE JULY 2004.

Appendix A

Greenville Health System Departmental Approved Uniform List						
Department	Pants	Shirts	Lab Coats	Scrub Jackets/ Other	Shoes	Comments
All RN's/LPN's	Cobalt or Galaxy Blue Pants/Skirts/White Pants/Skirts/Dresses	White, Cobalt Blue, Galaxy Blue (Cobalt Blue Pediatrics, NICU, Mother/Baby, Peds ER, PICU, Children's Print must coordinate with blues)		Children's Print, Approved Holiday Prints (must coordinate w/Blues), Coordinate	Color Coordinated closed toe shoes with color coordinated socks	Can have cobalt or white trim
All PCTs, CNAs, NA's, NST's and Medical Assistants	Teal, Peacock	Teal		Teal	Color Coordinated closed toe shoes with color coordinated socks	
Anesthesia	Jade Green	Jade Green			Color Coordinated Slip Resistant	Hospital Furnished
Birth Certificate Clerk				Shocking Pink Scrub Jacket w/ business attire		

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Business Office	Olive	Olive		Olive		
Cardiology – Techs	True Red or Khaki	True Red				
Case Management / Social Workers / UR Nurses	Khaki	Khaki	White, Business Attire With Lab Coat			
Cast Room (Ortho Techs)			White	Business Attire		
Cath Labs	Jade Green	Jade Green				Hospital Furnished
Child Life		Business Attire or Polo with Child Life Logo	White			
Clinical Business Operations	Chocolate	Chocolate				

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Clinical Engineering	Steel Gray	Steel Gray		Green Scrubs		
Community Facilities Engineering	Spruce Green	Tan				
Engineering	Navy	Light Blue				
Clinical Practice Specialist, Clinical Nurse Educators	RN Uniform					Business attire permitted in the classroom setting
ED Physicians and Advanced Practice Providers	Graphite Gray	Graphite Gray	White			
EEG	Sage Green	Sage Green				
Environmental Services	Solid Purple- Female, Navy- Male	Solid Purple Navy - Male		Management attire w / Khaki Jacket	Color Coordinated Slip Resistant	
ETC- Clerical				Black & White		Exec. Wear

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Food Service						
Cafeteria	Black Shirts/Pants	Black Chef Coats		Black	Color Coordinated Slip Resistant	
Cashiers	Black Shirts/Pants	White Top		Black		
Chefs	Black	Chef's White Top			Color Coordinated Slip Resistant	100 % Cotton
Kitchen Staff	Black Pants	Black Polos				
Hospice of the Foothills	Cobalt or Galaxy Blue Pants/Skirts/White Pants/Skirts/Dresses	White, Cobalt Blue, Galaxy Blue (Cobalt Blue Pediatrics, NICU, Mother/Baby, Peds, ER, PICU, Children's Print must coordinate with blues)		Children's Print, Approved Holiday Prints (must coordinate w/Blues), Coordinate	Color Coordinated closed toe shoes with color coordinated socks	Business attire with white lab coat while in the patient home
House Staff/GI Lab Techs	Khaki/Turquoise	Rose				
Kidnetics	Caribbean Blue	Caribbean Blue				Off Campus
Labor & Delivery	Jade Green	Jade Green				

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LABORATORY						
Laboratory	Khaki/Navy	Khaki/Navy			Closed toe shoes	
Patewood Outpatient Lab Cancer Institute Lab	Navy	Child friendly print tops				
Language Services	Steel Dark Grey	Dark Grey				
Material Services	Wine or Khaki/Black	Wine				
GHS House Staff	Jade Green	Jade Green	White	Jade Green		
Monitor Techs	Black Pants	Grey Top		Black or White		
Non Clinical Patient Observers	Khaki	Maui Blue				GHS Logo & "Patient Observer" Embroidery

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Nursing Extern Program	White Pants	Chocolate Top				
Nursing Support Specialist				Black with Business casual attire	Closed Toe	
Pathology Assistant (Autopsy)	Jade Green	Jade Green			Color Coordinated Slip Resistant	Hospital Furnished
Perioperative and Procedural Services	Jade Green	Jade Green			Color Coordinated Slip Resistant	Hospital Furnished
Patient Transporters	Navy	Red				Must Have Patient Transport Logo
Pharmacy Techs	Unique Grey	Unique Grey				
Post Anesthesia Recovery	GMH Inpatient Jade Green	GMH Inpatient Jade Green				Jade Green Hospital Furnished

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Post Anesthesia Recovery	GMH Outpatient & All Other facilities Cobalt or Galaxy Blue	GMH Outpatient & All Other facilities Cobalt or Galaxy Blue			Color Coordinated Slip Resistant	
Radiology	Khaki/ Ceil Blue	Ceil Blue				As Marked
Radiology Special Procedures	Jade Green	Jade Green				Hospital Furnished
Respiratory Therapy	Hunter Green or Khaki	Hunter Green				
Sterile Processing	Jade Green	Jade Green			Color Coordinated Slip Resistant	Hospital Furnished
Stroke Research	Chocolate Brown	Chocolate Brown				
Therapies						
Activity Therapy	Caribbean Blue	Caribbean Blue				
Occupational Therapy	Caribbean Blue	Caribbean Blue				

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Physical Therapy	Caribbean Blue	Caribbean Blue				
Recreational Therapy	Caribbean Blue	Caribbean Blue				
Speech Pathology Therapy	Caribbean Blue	Caribbean Blue				
Toomey CC Staff	Black/Tan	Tan Stripes w/ Logo (Toomey CC Staff)				
Unit Secretaries	Khaki Pants/ Skirt	Black Top, Jacket or Sweater		Black	Brown, Black or White	
Wonder Center	Color Coordinated With Scrub Top	Solid or Children's Print		Children's Print Or Solid Must coordinate	Color Coordinated closed toe shoes with color coordinated socks	Business attire permitted