

**ALL CHILDREN'S HOSPITAL**  
**St. Petersburg, Florida**

**PROFESSIONAL APPEARANCE, IMAGE AND GROOMING:**  
**EMPLOYEE AND AFFILIATED PERSONNEL**

(Related policies: H. P. No. 18 "Identification Badges/Visitor Passes," Hospital Safety Policy No. 17.01.A "Bloodborne Pathogens Exposure Control Plan" (found on ACHIP under Exposure Control Plan), and Hospital Safety Policy No. 19.01.U "Fingernail Safety" (found on ACHIP under Infection Control).

**POLICY:**

It shall be the policy of All Children's Hospital that safety, infection control and a professional appearance/image shall drive decisions about appropriate work attire. This policy is designed to set the minimal acceptable standards. Consideration will be given to legitimate religious or cultural practices. This policy is in effect in the work area, or when entering or leaving the work environment. Affiliated staff includes, but is not limited to: students, interns, residents, volunteers, and contracted personnel.

**PROCEDURE:**

Given the variety of departments and services within the Hospital campus and at outreach centers including SurgiKid, Specialty Care Centers, and Children's Therapy Centers, individual Department Directors may enforce department specific clothing/image standards in addition to the standards detailed within this policy. Department specific standards will be disclosed to staff members with sufficient time to ensure their compliance. New employees will receive a copy of this hospital policy during new employee "Sign In" (orientation). Department Directors who have affiliated staff are responsible for communicating the information of this policy to those individuals.

**ATTIRE:**

Whether an individual wears uniforms, scrubs and/or street clothes, they are required to present a well-groomed appearance. Clothing will be appropriate in size for the staff member's frame; will be clean, neat in appearance, and in good condition without tears, holes, raveled edges or stains. Uniforms, scrubs or shirts may display the ACH logo or ACH's affiliated organizations. Clothing that displays the logo of another healthcare employer, service or entity is unacceptable. Brand name logos are acceptable. Employees and affiliated staff are required to wear appropriate undergarments.

**FOOTWEAR:**

Staff members will wear footwear that is clean, appropriate to the work duties performed, and meets the safety needs of the job and/or Department. Heels must not exceed three

inches in height. Athletic shoes may be safe and appropriate for an individual's job duty, they must also be professional in appearance.

#### SKIRT/ SKORT/SHORTS:

Skirt/skort/shorts length will cover at least two-thirds of the thigh/upper leg. Department specific policies will address the appropriateness of employees to be permitted to wear shorts.

#### TEE-SHIRTS:

Tee shirts are not acceptable as outerwear. The only exception to this standard is during designated Hospital events, such as activities associated with the Telethon. Construction crews are exempt.

#### SCRUBS:

In accordance with Infection Control guidelines, the Hospital provides scrubs to certain departments= staff members to wear while on duty. Staff members working in these departments, and/or employees who purchase their own scrubs will be held to the same professional standards of appearance. (For additional information, Hospital Safety Policy No. 17.01A (ACHIP), "Bloodborne Pathogen Exposure Control Plan" and to department specific policies).

#### CASUAL FRIDAY:

Departments may designate Friday as "Casual Friday". Subject to the discretion of the Department Director, the dress requirements may be relaxed, but must not fall below the standards of this policy. Blue colored denim pants/jeans may only be worn on designated "jeans days" associated with Hospital events such as activities associated the Telethon.

#### INAPPROPRIATE APPAREL:

While it is not possible to provide a complete list of apparel inappropriate for a professional work image, the list below is intended to provide examples. (This list applies to Casual Friday also). Items identified with an asterisk (\*) may only be worn when entering or leaving the work environment.

Blue colored denim pants/jeans \*

Spandex or Lycra aerobic exercise wear

Fish-net hosiery

Leggings and/or tight form fitting stretch pants

Sweatpants \*

Tank tops, spaghetti strap= tops and/or dresses (unless worn with a jacket or cardigan)

Halter, tube or midriff tops

Motorcycle leathers \*

Military-style fatigues/scrubs

Beach sandals (such as flip-flops or other similar footwear)

Shoes with heels that exceed three (3) inches

Any clothing bearing offensive graphics or messages

#### ACCESSORIES:

Rings, hoops, studs or other jewelry worn in a non-traditional manner is not acceptable for the professional workplace. This may include nose rings, or other body piercing such as lips, tongues, etc., other than ears. Wearing of rings (on fingers) in patient care areas is addressed in department specific policies.

#### TATTOOS:

Staff members who have tattoos must consider the image required at All Children's Hospital, and this consideration should drive all decisions about whether visible tattoos should be concealed. Tattoos with offensive language, graphics, or design must be concealed. If unable to be concealed, the individual's continued employment may be impacted.

#### IDENTIFICATION BADGES:

All employees/affiliated personnel are required to wear identification badges above the waist level while on duty. Photos are not to be obliterated or covered in any manner. (Refer to Hospital Policy No.18 AIdentification Badges/Visitor Passes≡.)

#### PERSONAL HYGIENE:

Everyone must maintain personal habits of cleanliness. This includes routine bathing, oral hygiene, and use of deodorant/antiperspirant (not to be strongly scented with perfume or cologne).

#### HAIR:

Hair must be clean, combed, and neat. Hairstyles and hair color must be appropriate for the professional work setting. Hair nets and clamps may be required to facilitate proper job performance, or to comply with certain regulations. Facial hair including beards, sideburns, and mustaches will be clean and neatly trimmed.

#### COSMETICS/ PERFUME/ COLOGNE:

Makeup, if worn, must be in moderation and conform to professional standards. Wearing perfume, perfumed lotions/oils, cologne and/or scented aftershave is strictly prohibited.

#### NAILS:

Nails must be kept clean, neat, conservative in length and color, and present a professional appearance. Refer to the Hospital Safety/ Infection Control Policy Fingernail Safety Policy No 19.01.U (ACHIP).

WELLNESS CENTER:

This policy recognizes that the Hospital supports employees= use of the Wellness Center. It also recognizes that certain exercise clothing may vary from the standards herein. Discretion should be used when entering and exiting the Hospital.

POLICY ENFORCEMENT:

Department Director(s) (or designee) will counsel persons reporting to work improperly dressed or groomed. Department Director(s) (or designee) may instruct the individual to return home to become compliant with these standards. (Refer to the Human Resources Policy and Procedure Manual, "Time and Attendance"). Employees sent home may not be compensated during time away from work, unless he/she is directed to use PTO (if available) by the Department Director (or designee), or is otherwise eligible to receive pay. Repeated violations of this policy may result in Corrective Action. (Refer to the Human Resources Policy and Procedure Manual).

This policy recognizes that there may be situations when an employee or affiliated personnel may not be able to fully comply with these standards. These persons, in collaboration with their Department Director, may request an exception from this policy for specific individual circumstances by submitting a written request to the Senior Vice President, Vice President, or Administrative Director of their division. One of these administrators will determine if the exception is warranted.

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Gary A. Carnes  
President/CEO

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Date

Policy originated by: Human Resources

(Signed original located in Administration.)