

**UNIVERSITY OF MARYLAND
UPPER CHESAPEAKE HEALTH
Personnel Policy Manual**

SUBJECT: DRESS CODE

**Policy #094.A
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Purpose:

University of Maryland Upper Chesapeake Health requires all team members, physicians and volunteers to present a clean and neat appearance appropriate for a safe, professional healthcare environment. This policy describes the dress code requirements for creating a consistent professional image and facilitating pride in team members', physicians' and volunteers' association with UM UCH.

Policy:

Team members , physicians, volunteers, healthcare contractors and students working in the hospitals, or at any other UM UCH worksite, including but not limited to physician offices, Swan Creek, etc., are expected to comply with the dress code policy at all times from the moment work begins and throughout their work shift when performing their job duties. Department Managers and Supervisors are responsible for uniformly and consistently enforcing the Dress Code. Team Members attending New Team Member Orientation and other educational programs sponsored by UM UCH on our campuses are to follow the dress code policy. While representing UM UCH at off-site programs, team members are expected to dress appropriate to the program to maintain a professional image. UM UCH will make every effort to work with team members when cultural and/or religious beliefs are in conflict with the dress code guidelines. Team members should refer to Standard Color/Dress Expectations chart for dress code specific to their role at UM UCH. Clinical departments may stipulate specific requirements related to safety, i.e. Infection Prevention and OSHA, etc. Exceptions to the policy must be pre-approved by Human Resources and the area Vice President.

Image Requirements:

- **Clothing**
 - Must be clean, in good repair and of appropriate size.
 - Nurses and clinical team members have the option of having their full name and title and/or department embroidered on tops and/or jackets.
 - Long sleeve shirts or jackets worn in clinical areas must not interfere with hand hygiene. When performing procedures or activities when sleeve contamination is a risk, the jacket should be removed or

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when appropriate, the sleeves must be rolled up out of the way.

- T-shirts and/or sweatshirts that are pre-approved by Human Resources and the area Vice President are acceptable.
- Graphic messages are not allowed on clothing.
- Jeans and shorts are not part of the UM UCH dress code when team members are working or when attending education or meetings where they are being paid to attend. This includes new team member orientation.

- **Business Casual Dress:** For non-uniformed team members, business casual clothing may be worn on Fridays and other days as approved by the Department Manager and/or UM UCH Administration. Business Casual attire may not be worn when meeting with outside clients or business associates unless the meeting or event calls for it.

- **Skirts:** Includes skirts, dress skorts and culottes.
 - Appropriate length – Ankle length to no more than 3” above the kneecap.

- **Slacks**
 - For females: Tailored dress slacks/pants are worn no more than 6 inches above the bottom of the heel of the foot, to include cropped pants. Leggings, capris or calf-hugging slacks or pants are not permitted.
 - For males: Tailored dress slacks/pants worn at a length to cover the top of the shoe.

- **Sweaters/Blouses**
 - Shirts, blouses and sweaters in various styles are appropriate
 - Blouses or dresses with spaghetti straps are not permitted.
 - For females: If V-neck, it must be worn with an under blouse or pullover. Low cut blouses or sweaters showing visible cleavage are not permitted.
 - For males: Sweater worn with dress shirt and ties.

- **Scrubs**
 - Neat, clean, in good repair, wrinkle free, and appropriate size. Hospital provided scrubs are not to be worn until after entering the department and are not to be worn out of the hospital.
 - Hospital provided scrubs are not to be laundered at home and must remain within the hospital.
 - Clinical team members should refer to the departmental specific uniform guidelines for more information.
 - If collarless shirts/turtlenecks are worn under the scrub, they must be tucked in at the waist.
 - Turtlenecks may be worn alone or under a scrub top or jacket.

- **Undergarments:** Undergarments should not be visible or seen through outer garments.

- **Holiday/Special Event Clothing**
 - Holiday clothing may be worn as long as it meets all other dress code requirements.
 - A Special Event Day must include written guidelines and be approved by Department Manager and Vice President of the area/unit prior to the Special Event Day.

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- **Fabric and Recreational Garments**

- No spandex, chiffon, metallic, leather, sheer or clinging (includes leggings).
- No sweatshirts with hoods, tank tops or shorts unless approved by Manager due to special activity.

- **Shoes**

- Team members who are providing direct clinical care or handling products that place them at risk of potential exposure to blood and body fluids must wear closed-toe shoes.
- Closed-toe clogs coordinating with uniforms or standard color may be worn.
- Certain departments may require specific footwear or shoe covers due to the nature of the job and/or as defined by specific regulatory requirements, i.e. OSHA Personal Protective Equipment Standard, 1910.132.
- Shoes are to be clean and in good repair.
- Dress boots and high-heeled shoes may be worn in work areas where appropriate.
- No rubber thong flip-flops and gel footwear are to be worn.

Jewelry and Piercings

- Females: Up to two earrings may be worn in each ear. Earrings may be up to 1 ½ inches in diameter and gauges may be up to ½ inch in diameter. No other visible piercings are permitted, including, but not limited to piercings in the tongue, nose, lip or eyebrow.
- Males: Piercings of any kind are not permitted.
- Bracelets and rings will not be worn by direct care givers in clinical areas with the exception of a Medical Alert Bracelet and a wedding set.

- **Hair/Hair Accessories**

- Style is neat and well groomed. No extremes in hairstyles or unprofessional hair colors as determined by the department manager.
- Hair is pulled back and does not fall in face while performing job duties. If providing clinical care, hair must be pulled up off the shoulders.
- Hair confinement (hair nets) must be worn in areas required by law.
- Facial hair is well groomed.

- **Name Badge**

- Must be worn above the waist in an upright, readable position. The UM UCH name badge must be worn at all times while present and working on UM UCH property per State Law. Badge must be clipped to clothing or worn attached to a breakaway chain or lanyard.
- Please refer to the UM UCH Identification Badge Policy for additional information.

- **Tattoos:** Tattoos, regardless of location (i.e. neck, hands, face, arms, and legs) must not be visible when working. All tattoos must be covered properly (i.e. long sleeve shirts, slacks or jackets). Covering tattoos with large bandages is not allowed.

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- **Miscellaneous:**

- Hats are worn only if part of uniform or required by law, i.e. hard hats.
- Sunglasses are not permitted while at work, unless the work is outside.
- Team members that provide direct patient care are not permitted to wear artificial nail enhancements, such as acrylic or gel nails. Fingernails must be clean and well-groomed and do not exceed ¼” beyond fingertip.
- False eyelashes may not be worn by team members who provide direct patient care.
- Only light scents of colognes, perfumes, and other toiletries are permitted.
- At no time should a team member report to work with an odor of tobacco or smoke on their person or clothes.