

<b>UNIVERSITY OF MARYLAND MEDICAL CENTER DOWNTOWN AND MIDTOWN CAMPUSES POLICY AND PROCEDURE MANUAL</b>	<b>PAGE: 1 OF 5</b>	
	<b>EFFECTIVE DATE: 7/09</b>	<b>REVIEWED/ REVISED: 12/13, 9/15, 1/16, 1/19, 4/22</b>
<b>SUBJECT: DRESS CODE AND PERSONAL APPEARANCE</b>	<b>FUNCTION: HUMAN RESOURCES</b>	

**1. Purpose**

Patient satisfaction is critical to the success of the University of Maryland Medical Center (“UMMC”) Downtown and Midtown Campuses. Positive patient experiences influence a patient’s choice of where to obtain healthcare. UMMC wishes to celebrate self-expression, empowerment and inclusion among its staff while creating a safe, professional and inviting health care environment for patients. Accordingly, UMMC has established this Dress Code and Personal Appearance policy to address infection prevention and professionalism in the work place.

**2. Scope**

It is the policy of UMMC that all employed, contracted, temporary staff, students, or anyone acting as a representative of the hospital, present and project a neat, clean and professional appearance.

Patient care staff are direct patient care providers, individuals who handle the patient supplies, food and equipment and those individuals whose roles have them entering patient rooms.

Non-patient care staff are defined as anyone not meeting the criteria above.

**3. Responsibility**

The personal hygiene and appearance of our staff directly affects the impression that they make on patients and the public. Each staff member is responsible for following the requirements of this policy and any applicable department or unit policy.

Staff must comply with this policy while on duty. This means that a staff member must be in compliance with all aspects of this policy at the start of his/her respective shift and until the conclusion of his/her shift. It is acknowledged that staff may enter the building just prior to the start of a shift and exit the building after the conclusion of a shift and wear attire which may be more casual and befitting to activities before or after a shift; in all cases, this attire must be appropriate, neat and clean. (For example, a staff member may wear appropriate, neat and clean workout attire if he/she is leaving from work to participate in exercise/fitness/gym/etc.-type activity.)

Each department/unit will be responsible for enforcing this policy, which contains the minimum standards for dress and personal appearance at UMMC. A department/unit may create a departmental/unit policy that addresses its specific operational needs, but any such policy must incorporate the requirements of this policy.

Managers should discuss the dress code requirements necessary for each department and position during the initial pre-placement interview.

Managers are to advise staff when attire is not appropriate to their work or does not comply with this policy or a department/unit policy. In these situations, the staff member will be directed to address the policy violation, which

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may in some instances require the team member to clock out, return to his/her home to correct the dress code infraction, and return to work. Corrective Action may be applied for violations of this policy, as appropriate.

#### **4. Policy**

##### **4.1 Identification Badges, Pins, Buttons and other insignia**

Staff must visibly display their photo ID badge at all times while on hospital property. The badge is to be clipped to the upper torso (right or left shoulder) with the picture side visible. Lanyards are permissible, providing that the badge falls above the waist and are laundered regularly.

Staff are permitted to wear only pins signifying technical or work-related accomplishments, but the pins cannot be pinned to the team member ID badge. Other buttons, stickers or decals are not permitted. Except when specially designated by the organization, only approved logos of UMMC, UMMS, UMB, and/or FPI can be worn on visible clothing or accessories.

##### **4.2 Hygiene/Grooming**

###### **4.2.1 Hygiene**

Proper personal hygiene and grooming are essential requirements for your job. Team members must come to work clean, fresh, appropriately dressed, and well-groomed.

###### **4.2.2 Fingernails**

Patient care staff cannot wear artificial fingernails, extenders, fingernail extensions, enhancements or tips, gels, shellac, acrylic overlays, resin wraps, or acrylic fingernails.

Fingernails are not to be worn by anyone at any length that will interfere with the team member's ability to complete the daily functions of the job; no chipped or peeling polish.

###### **4.2.3 Scents and Fragrances**

The use of strong heavy scents and fragrances is highly discouraged. If you choose to wear a scent or fragrance product, please be considerate of others and select a light, mild scent.

###### **4.2.4 Hair**

Hair must be clean, well-groomed and present a professional image. Hair must be of a natural hair color, including highlights. Hair accessories must be professional and not distracting; no large adornments and/or head dresses may be worn.

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Hair should be able to be contained in such a way that it cannot interfere with the “field of care” for patient care or medication handling. In compliance with Health Department regulations, all staff involved in the preparation of food must wear suitable hair coverings.

Beards and mustaches must be appropriately trimmed at all times to meet the safety and sanitation requirements of the related job function.

#### 4.3 Attire

This policy makes reference to “appropriate” attire. For the purposes of this policy, appropriate attire is apparel that: (1) is suitable and/or required to be worn to perform the duties of a staff member’s position, such as scrubs for clinical staff or professional attire for office staff; (2) meets the requirements of Section 4.3, below; and (3) does not meet the definition of “inappropriate attire” described in Section 4.3.1, below.

Staff are expected to dress professionally and appropriately for their specific job, and all attire must be clean, neat and in good condition.

Supervisors and managers can specify additional or alternative dress and grooming requirements based on the business needs of their departments or team member/patient safety.

Individuals who provide patient care should wear freshly laundered apparel each day. Because outerwear (fleece and white lab coats included) are not laundered daily, they should be removed when entering a patient's room.

##### 4.3.1 Inappropriate Attire

The following list contains clothing items that are considered **unacceptable** or **inappropriate** workplace attire:

- no knee length, faded or tight fitting pants, including leggings or stretch pants, stirrups, lounging or exercise pants/shorts. Pants must extend below the knee.
- no clothing made of jean or denim material, except where job functions necessitate, such as a trade contractor, or except as allowed by UMMC senior leadership.
- halter tops, tube tops, cropped tops, tank tops, backless or strapless/string-strap dresses/blouses
- graphic t-shirts; no writing/emblems other than hospital-related wording
- low cut blouses and dresses, revealing excessive chest area or cleavage
- lack of undergarments (undergarments must be worn at all times), visible undergarments, or improper concealment of undergarments
- workout clothing or other exercise apparel (i.e., nylon jogging suits, etc.), sweat pants, sweatshirts, sweat jackets, hoodies, shorts, etc.
- hats/caps (except when part of the work uniform)

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- dresses/skirts should be of modest length; no mini skirts

#### 4.3.2 Footwear

For safety reasons, all staff must wear shoes that are appropriate to their job. Shoes should be neat, clean, presentable, and safe to an team member’s role and location.

- Footwear must be appropriate for the type and location of work being done.
- Footwear based on location: Staff conducting work in a patient care area must wear close toed shoes. Open toed shoes are permitted in non-patient care areas provided the team member’s role permits.
- Footwear based on role: Staff members working in the following roles must wear close toed shoes – patient care, dietary, facilities, environmental services, laboratories, radiology and transportation.
- All other roles are permitted to wear open toed shoes except on the occasions when the team member is working in a location that requires close toed shoes. Open toed shoes does not include flip-flops or sandals; must be professional.

#### 4.3.3 Jewelry, Piercings and Implants

Jewelry may be worn in moderation and must not present a safety hazard to the team member or to patients nor interfere with job duties and/or the delivery of patient care. Jewelry that interferes with performance of hand hygiene, and cannot be covered by gloves, must be removed.

- Earrings must be moderately sized (no larger, in diameter or length, than a quarter); maximum of three (3) earrings per ear. Earrings must be covered when participating in sterile procedures. Ear gauges are not permitted. Nose piercings are acceptable for non-patient care staff only, as defined by this policy, as long the nose ring is a small stud; hoops are not permitted.
- Eyebrow rings, and/or eyebrow spacers are not permitted.
- Tongue-forking, tongue rings, and/or lip rings are not permitted.
- Dermal implants on the face and/or upper extremities are not permitted.

#### 4.3.4 Scrubs

Scrubs are defined as top and bottom apparel that are worn in specific departments of the hospital. Masks, shoe covers and gloves may not be worn outside of the hospital building.

- Shock Trauma Center: STC approved pink scrubs

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- Sterile areas: Royal Blue or Pink scrubs from scrub machines, based on where the individual’s manager informs them to access scrubs
- Staff who work with children: Navy scrub bottoms with navy scrub top with official logo or a child-friendly top
- All other staff who wear scrubs: Navy with UMMC logo purchased from Uniform Advantage, our official vendor: [ummc.uniformadvantage.com](http://ummc.uniformadvantage.com)
- Staff who do not wear scrubs: Professional attire or approved uniform for the individual’s area

**Shirts** under scrub tops are permitted as follows:

- White or navy long/short sleeved T-shirts under navy scrubs
- White or pink long sleeved T-shirts under pink scrubs in non-sterile areas
- White short sleeved T-shirts under royal blue or pink scrubs in sterile areas
- No other color permitted; no T-shirts with images or wording.

**Jackets:** Light weight navy or black zip jackets with official logo.

#### 4.4 Tattoos

Tattoos are permitted to be seen, but not on the face, which starts at the jaw line. Derogatory tattoos must be covered.

#### 4.5 Eyewear

Contact lenses or other eyewear lenses of unnatural color (i.e., red, purple, designs, etc.) are unacceptable.

#### 4.6 Adornments

The use of metallic sprays, glitter, or sequins on skin, hair or clothing is not permitted.

#### 4.7 Devices

Within Medical Center work areas, or while traveling within the Medical Center, the personal use of electronic devices and earbuds/devices is not permitted. Team members should not use personal devices in a disruptive manner during break time in public locations (ex: loud volume of music, videos, etc.).

#### 4.8 Corrective Action for Non-Compliance

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Non-compliance should be addressed in accordance with the HR Policy, *Correction Action*.

4.9 Exceptions

Exceptions to this policy may be made for religious or medical reasons, provided that the exception requested does not create an undue hardship on UMMC. Requests for exceptions will be evaluated on a case by case basis. Please contact your supervisor or Human Resources if you would like to request an exception.