

**CONEMAUGH MEMORIAL MEDICAL CENTER  
GRADUATE MEDICAL EDUCATION POLICY**

**PERSONAL APPEARANCE / DRESS CODE POLICY**

**Purpose**

The purpose of this policy is to clarify the importance of appropriate personal hygiene, cleanliness of self, clothing, and/or uniforms and attire to create a favorable image for the residency/fellowship programs.

**Applies To**

All Conemaugh Memorial Medical Center (CMMC) residency/fellowship training programs.

**Policy**

All resident/fellowship training programs will adhere to the personal appearance/dress policies for the area in which they are rotating

**Procedure**

- A. Unless listed below, follow the CMMC Human Resource Policy titled “Personal Appearance Policy”
- B. When rotating in the Operating Room, follow the “Surgical Attire/Dress Code”

**References**

Human Resources Policy Manuals  
MMC Policy Manuals through PolicyStat

Approved: GMEC 10/17/2019

**Attachments:**

- MMC Personal Appearance Policy
- MMC Surgical Attire/Dress Code

# CONEMAUGH HEALTH SYSTEM HUMAN RESOURCES POLICY MANUAL

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## TITLE: PERSONAL APPEARANCE

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### STATEMENT OF POLICY:

The personal appearance of all Conemaugh Health System employees is vitally important to patient and visitor relations. Appropriate personal hygiene, cleanliness of self, clothing, and/or uniforms and attire help to create a favorable image for CHS. In addition, proper health and safety issues relating to both patients and employees must be considered. Therefore, it is important that all employees be neat, clean and appropriate in dress and grooming.

### REQUIREMENTS:

1. Dress and grooming should conform to individual department standards. **Department managers and supervisors are authorized to establish reasonable standards of cleanliness, dress and grooming for employees under their direction.** Prescribed uniforms will be worn where applicable.
2. General attire should be clean, neat and moderate in style and appropriate for the type of work being performed.
3. Both pant and sleeve lengths should not be extreme (i.e. long, tight or baggy).
4. Extremes in dress, cosmetics, excessive perfume and hairstyles are not permitted. Body piercing jewelry which is visible and tongue piercing jewelry may not be worn by any employee while on duty. However, it is acceptable to wear up to three earrings if ears are visible. Otherwise, visible piercing on the face or head is not permitted while on duty. Body tattoos which are larger than approximately two inches wide by two inches long or could be perceived as offensive must be appropriately covered while working.
5. Personal hygiene should be clean, without offensive odors including but not limited to cigarette smoke on hair, breath, and clothing and/or perfumes/colognes.
6. Employees are required to wear a photo identification badge which identifies the person and department. Photo identification badges are issued at the time of employment to all employees. A charge will be made for the replacement of any lost photo identification badges. All orders for new or replacement photo identification badges are handled by the Security Department. Photo identification badges should be worn according to the Identification of Employees/Students/Volunteers Policy.

Exceptions to the above guidelines may be made in specific cases with the approval of the Vice President, Human Resources.

**RESPONSIBILITY:**

The Director, Human Resources is responsible for implementation of this policy.

**RELATED POLICIES/PROCEDURES/GUIDELINES AND FORMS:**

Identification of Employees/Students/Volunteers Policy

**SIGNATURE:**

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Scott A. Becker  
CEO, Conemaugh Health System

**ORIGINAL POLICY DATED:** 9/1987

**REVIEWED / REVISED:** 5/1995, 12/2006, 11/2009, 3/2010, 5/2013

**NEXT REVIEW DATE:** 5/2019



Original Policy:	05/2017
Effective:	04/2019
Last Reviewed:	04/2019
Last Revised:	04/2019
Next Review:	04/2020
Owner:	<i>Tracy Dodson: Director</i> <i>Operating Room</i>
Policy Area:	<i>Operating Room</i>
References:	
Applicability:	<i>Conemaugh Memorial Medical Center</i>

## Surgical Attire / Dress Code

Owner: Tracy Dodson

Policy Area: Operating Room

References:

Applicability: Conemaugh Memorial Medical Center

### Hospital Restricted / Semi-Restricted Area Dress Code and Attire Policy

#### STATEMENT OF POLICY:

It is the policy of Conemaugh Health System to provide, promote and enforce worker safety and hygiene within the restricted and semi restricted areas of the surgical or invasive procedure settings. The following surgical/ invasive attire and requirements will be implemented in the Operating Room, Cardiac Catheterization Lab, Interventional Radiology, OB, and Electrophysiology Lab. All employees are an official representative of the Conemaugh Health System, engaging with customers in the work environment.

#### PURPOSE:

Appearance of a Conemaugh Memorial Medical Center employee is an indication of the professional and quality care provisions expected by our customers. Guidelines are developed for maintaining safety standards, regulatory standards, infection control, professional image, promoting patient satisfaction, and achieving positive outcomes.

#### SCOPE:

The director/department manager is expected to enforce the dress code and appearance policy. The director/ manager reserves the right to send home an employee who does not comply with the policy. Exceptions to the policy and guidelines are at the discretion of the Manager/Director of the specific department. The organization values aspects of cultural diversity concerning appearance that does not violate standards and regulatory requirements. Failure to adhere to the dress code policy may result in performance improvement policy implementation. Under certain violations, a fitness for duty may be required to return to work. The intent of this

policy is to provide fair and impartial treatment of all employees. It is evident that this policy covers only the most significant areas and does not include other occasional or special cases and should not be construed as a detailed description of all circumstances that might arise in the administration of this program. The Manager must consider any points not specifically covered by this policy and make appropriate determination. It must be emphasized that there is no substitute for supervisory experience and judgment in the administration of this policy. Any exception to this policy must be approved by the Vice President.

## **MONITORING:**

It is the responsibility of the supervisors, managers and directors of all units in hospital to monitor their staff for compliance to the Hospital Surgical Attire/Dress Code Policy.

### **DEFINITIONS: ?**

### **WEARING APPAREL FOR RESTRICTED AND SEMI RESTRICTED AREAS:**

#### **RESTRICTED/SEMI-RESTRICTED AREAS (AREAS IDENTIFIED BY APPROPRIATE SIGNAGE)**

1. OR – Operating Rooms, Procedure Rooms, Clean Core, Scrub Sink Areas.
2. CATH & EP – From scrubs sinks into procedure room.
3. IR – IR Suites.
4. East Hills Neurology,Pain, Out Patient Surgery Center
5. OB – OB Operating Rooms, Scrub Sink Areas, Labor Room (applies to all providers and Labor Room staff)

#### **THE FOLLOWING APPLIES TO INDIVIDUALS ENTERING RESTRICTED OR SEMI-RESTRICTED AREAS**

1. At no time shall street clothes be worn within restricted area without a proper cover-up. A clean hat and surgical scrubs (scrub top and scrub pants) are daily requirements for all restricted / semi-restricted areas staff, anesthesia staff, anesthesiologists, SST students, nursing students, nursing assistants, perfusionists, company representatives, and cleaning personnel in restricted / semi-restricted areas. At times, ancillary personnel need to enter restricted / semi-restricted areas, i.e., maintenance, RICN, labor RN. These persons are provided with a zip front cover-up. They must put the cover-up on before entering the restricted / semi-restricted areas. These persons are also required to wear a cap, shoe covers, and a mask, where applicable. If the zipped cover ups do not fit a disposable pull over tie cover up may be worn. If this pull over tie cover up is used the person must also wear the long shoe covers that cover legs up to the knees.
2. All persons entering restricted / semi-restricted areas of the surgical suite shall be required to wear clean surgical attire (surgical scrubs, warm up jacket, hat, and shoe covers) made of a fabric that meets the National Fire Protection Association standards. The hospital provides every person who enters the O.R. with clean surgical attire or a clean O.R. cover-up and shoe covers.
3. Surgical attire is to be worn by all personnel in restricted / semi-restricted areas. The scrub shirt should be tucked into the scrub pants or be of a tight fitting nature. Long sleeved warm up jackets, closed with appropriate snaps, are to be worn by all personal that are not scrubbed at the surgical field. All clothing must be laundered daily. If surgical attire becomes soiled, it must be changed as soon as possible. All surgical attire must be changed after an eight hour shift.
4. Shoe covers should be removed when leaving the restricted / semi-restricted areas and followed by

proper hand hygiene. Personnel traveling between campuses and/or buildings and physically leaving hospital facilities must remove surgical attire and replace with fresh surgical attire before reentering restricted / semi-restricted areas at a different location. 5

5. Cloths hats are not permitted unless covered by a bouffant cap when behind the red line (restricted area). All possible head and facial hair, including sideburns and neckline, should be covered completely by a disposable scrub hat or surgical hood while in the restricted area of the surgical suite. A hat should remain on for the duration that the surgical attire is worn to prevent dander fall off onto surgical scrubs.
6. All persons entering the restricted areas of the surgical suite are required to wear shoe covers. Shoes worn only in the peri-operative environment must be clean.
  - a. Upon leaving restricted / semi-restricted areas, shoe covers are to be removed followed by proper hand hygiene.
  - b. Clean shoe covers are put on when returning to the restricted / semi-restricted areas.
  - c. Boot covers are available for all to wear. It is recommended that staff wear surgical boot covers when working in cases where there is a potential for heavy blood loss that could result in leg or foot soak, i.e. AAA, Trauma. Boot covers are also recommended in cases where large amounts of irrigation are used, i.e. knee arthroscopy, ACL procedures, irrigation and debridement procedures, etc.
  - d. Staff must have a pair of shoes dedicated to restricted / semi-restricted areas only.
  - e. Personal clothing such as undershirts must be v-neck, and must be contained under scrubs.
7. In the interest of safety, open-toed shoes, sandals, etc. are not acceptable footwear in restricted / semi-restricted areas. Shoes must be of leather construct with no heels. Shoes must be skid resistant and have backs. Shoes must be impervious and not be porous to small or moderate amounts of fluid. Shoes should be cleaned with disinfectant wipes.
8. Surgical masks: All persons exclusive of the patient, shall wear high filtration efficiency (95% or above) disposable masks in the operating room suites from the beginning of case set-up through application and securing of dressings. The masks provided are 0.1 micron filtering masks.
  - a. The mask must cover the mouth and the nose completely. A mask must be changed when it becomes wet or splashed during a surgical procedure.
  - b. A new mask is to be worn for every surgical procedure and while doing immediate flash sterilization.
  - c. The mask must be completely secured: the top string must be tied toward the top back of your head and the lower string at the base of your neck. This assures no gapping of the mask by the cheeks. Masks must be worn in this manner for maximum filtering. (Note: String position will change slightly from person to person. It is important that there are no gaps in the masks causing a decrease filtration)
  - d. Masks are either on or disposed. Masks are not to be saved by hanging around the neck or tucked into a pocket for future use. e) When removing the mask, touch only the strings. (Rationale: this technique will reduce contamination of one's hands from the nasopharyngeal area.)
9. All O.R. personnel shall refrain from wearing any jewelry that cannot be contained under clothing. Examples are rings of any kind, religious medals, medical alert bracelets, medical necklaces, and a watch while in O.R. suite. Button earrings covered with a bouffant are acceptable. All acceptable jewelry and watches should be covered while in restricted / semi-restricted areas. Radiation detecting bands will be permitted to be worn on hands when applicable. Radiation detecting bands must be cleaned daily with an approved cleaning agent
10. If facial makeup is worn, it must be within moderation.
11. Artificial nails and enhancements are prohibited. (Examples- Nail jewelry, stick-ons)
12. Nail polish must be fresh and smooth with no cracks or chipping.
13. Fingernails must not be longer that 1/4 inch over the tips of your fingers.

14. No heavy perfume or cologne is to be worn.
15. All persons at the surgical field are required to wear eye wear with side protection. Masks with shields are also acceptable. Refer to Standard Precautions in the EPIC Manual. Staff not at the surgical field is required to wear protective eye wear in instances that splashing is possible.
16. When using the CO2 Laser, it is required that CO2 laser safety eyeglasses with protective side shields or CO2 goggles over personal eye glasses be worn by all persons within the O.R. suite, patient included. Patients under general anesthesia must have their eyes protected with BSS moistened eye patches taped over the eyes. All persons within the laser O.R. suite must wear laser plume masks (0.1 micron filtration) for increased protection.
17. When using the Yag Laser, special Yag Laser goggles with side shields must be worn by all in the O.R. suite (patient included). These goggles are labeled with wavelength. No other eye protection is acceptable. Personal glasses are not sufficient, safe, nor acceptable. .
18. All persons in restricted / semi-restricted areas using x-ray must wear lead aprons. X-Ray badges (dosimeter) must be worn at the neck and outside the lead vest. Pregnancy x-ray badges are to be worn at the abdominal region. (See Radiology Standards in O.R. Manual for reference.)
19. Patients of childbearing age must be covered with a lead shield when x-rays are being taken.
20. Anyone (vendors, students etc) in the O.R. for less than 4 hours must wear disposable scrubs. All those in the O.R. longer than 4 hours will be permitted to wear cloth scrubs, but must return the scrubs before leaving the OR for the day. Shoe covers and masks must also be removed and replaced before reentering the OR.
21. Briefcases and duffle bags should not be taken into restricted / semi-restricted areas. If briefcases or duffle bags need to be in these areas, they must be cleaned with a low level disinfectant as per hospital and manufacturer specifications. These items should not be placed on floors of restricted and semi-restricted areas. These items must be placed on a counter or table.
22. Electrical devices like cell phones and lap tops should not be taken into the restricted and semi-restricted areas (unless otherwise stated in specific department policy). If electrical devices are needed in these areas, the devices must be cleaned by hospital standards taking into consideration manufacturer's specifications on cleaning these items as not to alter the integrity of the devices.

## Contact Lenses

Contact lenses must be natural in color and not distracting (i.e., cat eyes, stars, etc.).

## Cosmetics

Makeup is natural in color, subtle and worn in moderation. Distracting cosmetics or body glitter is unacceptable.

## Fingernails

Employees with patient contact are not permitted to wear artificial nails or materials (press-on nails, tips, gels, bonding, acrylics, wraps, appliqués or nail jewelry) and should keep the nail tip less than one-quarter inch (1/4") long according to the Centers for Disease Control Hand washing Guidelines. Finger nails should be clean and well groomed. Nail polish, if worn, must be neutral or of subdued colors and not chipped.

## Footwear/Hosiery

The color and style of the shoe should reflect a professional appearance and must be clean/good condition. Heel height must be safe and suitable for the job role. Shoes, athletic footwear, clogs or crocs should be clean, sturdy and secured to the foot. Crocs with holes, sandals, flip flops are not appropriate in patient care areas. The shoe must be constructed of leather/vinyl/rubber with a soft sole. Fabric on the shoe is not permitted for infection control and safety reasons in patient care areas. Shoe color should be conservative. Shoes must be able to be cleaned in the case of being soiled. Laces are to be in good repair and clean. Hosiery and socks must be worn in patient care areas.

## Hair/Facial Hair

Hair should be neat, well groomed and clean. The color appearance is to be a natural hair color. Unnatural colors (purple, green, blue, pink, etc.) are not permitted. Hair length beyond the top of the shoulder must be secured away from the face and down the back. Hair clips, barrettes or pins should be conservative. Mustaches, sideburns and/or beards are to be neatly trimmed and not scruffy. Long beards may interfere with hepa filter masks.

## Hygiene

Personal hygiene should be clean, without offensive odors or strong perfume/cologne. Use of deodorant is expected. In many clinical areas involving patient care, perfumes/colognes should be avoided. Clean dental hygiene and teeth in good repair are expected.

## Identification Badge

A Memorial Medical Center photo identification badge is to be worn at all times at work. The identification badge is to be worn on the upper chest with photo and information visible. The badge is to be unadorned except for awarded gold stars and honor pins. Lanyards of any material are not permissible.

## Jewelry

Jewelry in the work environment should be minimal. Rings should not cause injury or compromise the integrity of gloves. Neck jewelry must remain under the worn garment. Visible body pierced jewelry with the exception of three (3) earrings per ear are unacceptable. For facial or oral piercings, a clear plastic plug may be worn during working hours. Dangling earrings or hoops greater than 1-inch or longer should not be worn for employee safety. Progressive spacers/gauging of the ear lobes are not permitted. Professional pins awarded from educational institutions are acceptable on the out-most layer of clothing at upper chest level.

## Technical Devices

Blue tooth, ear buds and other electronic devices are not to be worn during work hours.

This policy was based on standards and recommendations by: OSHA, AORN, ACMI, JCAHO and in conjunction with Epidemiology Prevention and Infection Control Manual/Committee, and Quality Standards. ?

## RESPONSIBILITY:

The Directors/Managers/Supervisors of all affected department are responsible for the implementation of this policy. The supervisors and managers of these departments will be responsible for the monitoring and

enforcement of this policy.

## RELATED POLICIES/PROCEDURES/GUIDELINES AND FORMS: ?

Refer to Identification Badge Policy, Smoke Free/Tobacco Policy, Hospital Supplied Scrub Policy, Epidemiology Prevention and Infection Control Manual.

### APPROVALS:

Medical Executive Committee

Hospital Operations Team

Attachments:

Approval Signatures

Step Description Approver Date

Policy Import Susan Ulatsky: Claim Event Analyst 11/2015

### Attachments:

#### Approval Signatures

Step Description	Approver	Date
	Tracy Dodson: Director Operating Room	04/2019
	Tracy Dodson: Director Operating Room	04/2019

#### Applicability

Conemaugh Memorial Medical Center