

<b>River Valley Therapeutic Residence Policy and Procedure</b>		
<b>Dress Code</b>		
Effective: 4/26/2023	Revised: 10/10/2023	Due to Review: 10/10/2025

## **POLICY**

The River Valley Therapeutic Residence (RVTR) shall provide resident care in a safe and respectful manner. The professional appearance of staff is key in promoting trust, comfort, and confidence while providing care and service in a safe environment.

## **PROCEDURE**

The Program Director, Nurse Manager, or designee are responsible for ensuring that staff members meet the standards for professional appearance, and for determining if the safety of an employee or others is jeopardized by the employee's appearance.

Failure to comply with the policy could result in disciplinary action.

### Personal Hygiene:

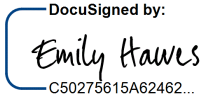
- All individuals shall be neat, clean, free of body odor and well groomed.
- Fingernails should be clean, conservative in length and neatly manicured. Because of infection risks, only short, natural fingernails (nail tip may be no longer than a quarter of an inch in length) are allowed when providing resident care or when working with resident care products. No artificial nails/gels nail jewelry, or sparkling ornaments are allowed.
- Hair shall be clean and neat with styles that are appropriate to business attire. Long hair (below the shoulders) should be pulled back and secured when providing direct resident care.

### Clothing:

- Clothing will be neat and clean and comfortable enough to perform designated job duties. Street clothing is the expected attire.
- Clothing should be in good condition and fit well, not too tight, or too loose. Clothing that is too tight can be provocative as well as uncomfortable. Clothing that is too loose can expose body parts and/or underwear that should be covered.

- Any attire or body art with commercial slogans, pictures, art and/or written messages depicting drugs, alcohol, smoking, sex, weapons, violence, or language that is obscene, provocative, disrespectful, or judgmental are not acceptable attire.
- Shorts long enough to hit below the knee, and capri style/ calf length pants are acceptable. Staff may wear dresses and skirts if they meet all other clothing expectations.
- All shirts must have sleeves and must cover their entire torso. Tank tops, sleeveless shirts, or shirts with sleeves rolled up in such a way that they appear almost sleeveless, are not acceptable.
- Fully enclosed shoes are recommended for all employees. Shoes and sandals without heel straps are unacceptable.
- Head coverings, unless a religious requirement, are unacceptable.
- Scarves and similar neckwear shall not be worn by staff.
- Wearing jewelry should be avoided. Necklaces, dangling earrings, and bracelets can be hazardous for staff and residents in certain circumstances. Small stud type earrings may be worn.
- All body piercings determined to be unsafe by the Program Director, Nurse Manager, or designee; must be covered. If they are unable to be covered with clothing, they must be removed during the time at work.
- Avoid the use of fragrances while on duty. All staff are requested to be respectful of coworkers and residents who may be sensitive or allergic to chemical fragrances.
- State issued keys and identification badges shall not be joined together and shall not be secured to removable layers of clothing. While on facility grounds, staff shall wear state issued identification badges visible between shoulder and waist height. While on community outings with residents, staff will utilize discretion, weighing the confidentiality of the resident with the need to be quickly recognized

as a State of Vermont Employee, and remove their identification badge. If removed, the badge must be readily available and accessible. Name badges are not to be compromised in a manner that prevents clear display of the name or picture ID.

<b>Approved by</b>	<b>Signature</b>	<b>Date</b>
Emily Hawes Commissioner Vermont Department of Mental Health	 DocuSigned by: <i>Emily Hawes</i> C50275615A62462...	10/11/2023