

# Vermont Psychiatric Care Hospital Policy and Procedure

## Dress Code

Revised: X

Date: 4/18/2022

### POLICY

It is the policy of the Vermont Psychiatric Care Hospital (VPCH) that all staff and contractors dress safely and professionally for work in a hospital environment.

### PROCEDURE

VPCH department heads, nursing supervisors, and/or designees are responsible for ensuring that staff members and contractors (hereafter known simply as staff) meet the following standards for professional appearance as well as for determining if the safety of an employee or others may be jeopardized by an employee's appearance or attire:

- A. Employees shall present a neat, clean, well-groomed appearance and with good personal hygiene.
- B. All employees shall wear a hospital approved identification badge while at work. Badges shall be visible and worn above the waist, using a hospital-approved lanyard or clip. If the employee chooses to cover part of his/her name on the badge, the employee must state his/her full name to a patient or visitor when asked.
- C. Keys shall be carried in a secure location. Badge and keys shall not be attached together.
- D. Fingernails shall be clean, not longer than a quarter inch in length at the tip, and neatly trimmed. Artificial nails, including gels, fingernail jewelry and other fingernail decorations shall not be worn by employees who provide direct care to patients due to increased risk of transmitting infection.
- E. Head and facial hair shall be clean and well-groomed when in the hospital.
- F. Clothing shall be clean, in good repair (not ripped or torn), and fit such that the employee is able to perform work duties with ease and comfort. Street clothing or scrubs are permitted.
- G. Clothing shall cover from the neck area to below the knees. Tank tops, sleeveless shirts, or shirts with sleeves rolled up in such a way that they appear sleeveless shall not be worn. Under garments shall not be visible.
- H. Items of clothing not permitted in the workplace include, but are not limited to: sweatpants, skirts or dresses that do not cover the knee, tank tops, tube tops, and garments with strings or cord.
  - a. Scarves, ties, and similar neckwear shall not be worn in patient care areas.
  - b. Apparel with straps or chains shall not be worn in patient care areas.
- I. Clothing with art and/or written messages referring to alcohol, smoking, sex, weapons, and/or violence shall not be worn. Should there be concerns that clothing is discriminatory toward race, religion, color, gender (including, in the case of a woman, on the grounds that

the woman is pregnant), sexual orientation, gender identity, national origin, disability or age, the Nurse Supervisor shall determine whether the item should be covered or removed.

- J. Tattoos that contain references to alcohol, smoking, sex, weapons, and/or violence must be covered in the workplace. Should there be a concern that a tattoo is discriminatory toward race, religion, color, gender (including, in the case of a woman, on the grounds that the woman is pregnant), sexual orientation, gender identity, national origin, disability or age, the Nurse Supervisor shall determine whether the tattoo should be covered.
- K. Footwear for direct care staff shall be such that it protects and stays on the foot and allows the wearer to move quickly and safely during an emergency. It shall have a non-slippery material on the sole, cover the toes, and the height of the heels may not be greater than one inch.
- L. Head coverings may only be worn inside the hospital during work time for religious or medical reasons.
- M. We discourage the use of strong fragrances out of respect for patients and/or fellow employees who are allergic or sensitive to chemical fragrances.
- N. Nursing staff who monitor vital signs and all direct care staff who perform observation checks shall wear or have access to a timepiece (other than a cellphone) that displays time in seconds.

Application of the Dress Code Policy and Procedure

- A copy of the Dress Code Policy and Procedure shall be given to all new employees during orientation.
- VPCH department heads, nursing supervisors, and/or designees shall observe and evaluate each employee's appearance based on this policy and procedure and, when necessary, provide corrective feedback to any employee whose appearance or attire does not adhere.
- An employee whose appearance or attire is out of compliance with this policy and procedure may be sent home if that is the only way the employee is able to make the necessary corrections.
- If an employee is sent home to correct appearance or attire, that employee's time away from work shall be charged as vacation, personal, comp time, or be off payroll.
- Repeated violations of the VPCH Dress Code Procedure may result in disciplinary action.

<b>Approved by:</b>	<b>Date:</b>
<b>Emily Hawes Commissioner Vermont Department of Mental Health</b>	<b>April 18, 2022</b>