

Vermont Psychiatric Care Hospital Procedure

Dress Code

Revised: X

Date: 2/12/18

I. Responsibilities

- A. Vermont Psychiatric Care Hospital (VPCH) department heads and nursing supervisors are responsible for ensuring that staff members meet the standards for professional appearance and for determining if the safety of an employee or others may be jeopardized by an employee's appearance or attire.

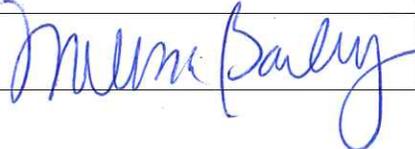
II. Guidelines:

- A. Employees shall present a neat, clean, well-groomed appearance and good personal hygiene.
- B. 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.
- C. Head and facial hair shall be clean and well-groomed when in the hospital.
- D. Clothing shall be clean, in good repair, and fit such that the employee is able to perform work duties with ease and comfort. Street clothing or scrubs are permitted.
- E. 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.
- F. Items of clothing not permitted in the workplace include and may not be limited to the following: sweatpants, skirts or dresses that do not cover the knees, tank tops, tube tops, and garments with strings or cords. Scarves and similar neckwear, shall not be worn by direct care nursing staff in the patient care areas. Apparel with straps or chains shall not be worn by direct care nursing staff.
- G. 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 or not the item should be covered or removed.
- H. 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 or not the tattoo should be covered.
- I. Footwear for direct care nursing staff shall be such that it protects and stays on the foot, and that allows the wearer to move quickly and safely during an emergency. Direct care staff members' footwear 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.

- J. Head coverings may only be worn inside the hospital during work time for religious or medical reasons
- K. We discourage the use of strong fragrances out of respect for patients and/or fellow employees who are allergic or sensitive to chemical fragrances.
- L. 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.
- M. Keys shall be carried in a secure location. Badge and keys shall not be attached together.
- N. Nursing staff who monitor vital signs and all direct care staff who perform observation checks shall wear or have access to a timepiece that displays time in seconds.

III. Application of Guidelines

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

Approved by:	Signature	Date:
Melissa Bailey Commissioner of DMH		February 12, 2018