

SUBJECT: Dress Code	CATEGORY:	HR
	ORIGINAL DATE:	November 10, 1992
	REVIEWED DATE:	March 29, 2017
	REVISION DATE:	March 29, 2017

I. POLICY:

~~As representatives of the Health Department, all employees must maintain a professional appearance and therefore their dress, grooming and personal hygiene affect both the public's impression of the business and internal morale.~~

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

~~A. Please consider your~~ Scheduled activities/meetings are to be considered when determining what to wear. Employees who have appointments with customers, suppliers, or other external visitors are to dress appropriately for the situation.

~~A.B.~~ Every Monday is designated as Logo Wear Day. Employees are encouraged to show organizational pride by wearing LCHD/CHC logo attire with his/her normal business attire.

~~B.C.~~ Every Friday and all floating holidays are designated as casual dress days, where employees are permitted to wear appropriate denim attire and athletic shoes.

~~C.D.~~ Certain employees may not be able to participate in Casual Friday due to public contact or may be required to wear scrubs or uniforms.

~~D.E.~~ Staff that work in Maintenance, Lakes Management, MIS technicians and staff accompanying clients on special trips are permitted to wear walking shorts on hot days when they will be working outside.

~~E.F.~~ Name badges are required to be worn and visible. ~~for all employees.~~

~~F.G. Don't wear perfume~~ Perfume, colognes, lotions and any jewelry are not to be worn if they interfere with patient care or create a distraction.

~~H.~~ Good personal hygiene practices are to be utilized whenever possible. Certain workplace conditions (such as outdoor maintenance work) may preclude adherence to personal hygiene for a period of time, but hygiene issues should be addressed once this work is completed.

~~G.I.~~ Health care personnel are mandated to follow universal precautions at all times. In addition, certain patient care situations require that health care personnel implement and follow infection control precautions be followed (such as droplet or contact

precautions).

H.J. Hair should be clean, combed, and neatly trimmed or arranged. Sideburns, moustaches, and beards should be neatly trimmed.

H.K. Facial piercings that include nose, lip, tongue, and eyebrows are considered inappropriate for the workplace.

J.L. Supervisors and Directors have the discretion to determine appropriateness when an employee violates the dress code policy. If the supervisor sends the employee home to change into acceptable attire, the employee must use leave time to cover the time away from work. If no leave time is available, then the time away from work will be unpaid. The employee is expected to return to work that day.

K.M. Detailed dress attire guidelines can be found on the LCHD/CHC employee intranet site under HR/Policies.

IV. REFERENCES: NONE

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee,

VI. APPROVALS:

Lake County Health Board of Health President

Signature: _____ Date: _____