

CORPORATE POLICY

SUBJECT: Dress Code

CATEGORY: Human Resources

ORIGINAL DATE: November 10, 1992

REVIEWED DATE: March 12, 2018

REVISION DATE: March 28, 2018

I. POLICY:

The Lake County Health Department and Community Health Center (LCHD/CHC) is a business casual dress environment for employees. Employees are expected to use good judgment and show courtesy to their co-workers and customers by dressing in an appropriate that follows our workplace attire guidelines. Regardless of the employees' interaction with customers, clients/patients, suppliers, or other external visitors, each employee projects the reputation of the organization.

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

- A. 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.
- 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.
- C. Every Friday and all floating holidays are designated as casual dress days. Employees are permitted to wear appropriate denim attire and athletic shoes. 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. Every Wednesday is designated as Campus Walk Day. Employees are permitted to wear appropriate denim attire and athletic shoes only if they participate by walking outside.
- E. Maintenance staff, Environmental Health field staff, MIS technicians and staff accompanying clients on special trips are permitted to wear walking shorts on hot days when they will be working outside.
- F. Name badges are required to be worn and visible.
- G. Perfume, colognes, lotions, and 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.
- 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 procedures (such as droplet or contact precautions).
- J. Long, sharp fingernails can puncture gloves easily. They may also limit a healthcare workers performance in hand hygiene practices. If an employee provides direct, hands-on care of patients, natural fingernails longer than a ¼ inch and artificial nails

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- are not permitted.
- K. Hair should be clean, combed, and neatly trimmed or arranged. Sideburns, moustaches, and beards should be neatly trimmed.
 - L. Facial piercings that include nose, lip, tongue, and eyebrows are considered inappropriate for the workplace.
 - M. Supervisors and Directors have the authority and 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.
 - N. While it is not practical to list all the permissible or prohibited items, the guidelines below serve to define appropriate business casual attire. Please take the time to read and fully understand the workplace guidelines.
 - 1. Clinical Attire: Acceptable attire for medical/dental providers, nursing/medical/dental assistants, nurses, nursing medical nutritionists, WIC staff, and clinical support/lab staff.
 - a. Scrubs (areas may choose a uniform color or pattern if desired).
 - b. Business casual attire with a clean three-quarter to full length lab coat or uniform cover-up.
 - c. Behavioral Health medical staff may continue to wear business casual attire and appropriate shoes.
 - d. Closed toe shoes with rubber heels of less than a half inch.
 - e. Clinical uniform shoes or clean white athletic shoes without extreme color are recommended.
 - f. All Clinical Operations Medical and Dental staff are required to keep natural fingernails at or below a ¼ inch. Artificial nails are not permitted.

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APPROPRIATE ATTIRE	INAPPROPRIATE ATTIRE
Shirts/Tops	Shirts/Tops
Dress shirts with collar	T-shirts and hoodies
Scoop and V-neck knit tops	Sweatshirts and sports jerseys
Blouses	Short crop tops/bare midriffs/Sheer tops
Button-down and banded collar shirts	Tank, halter, spaghetti, and strapless dresses or tops
Polo shirts	Low cut and revealing tops or dresses
Sleeveless blouses/dresses	Denim jackets or shirts
Sweaters and vest	Messages or words on attire
Slacks/Bottoms	Slacks/Bottoms
Dress slacks and slacks above ankle (dress capris)	Spandex, leggings, pants/capris/jeans that are skin tight, low riding, sagging, or rolled up and have designs on pocket i.e. glitter
Khaki pants (pressed)	Cargo pants, overalls, sweatpants, and jogging suits (including velvet)
Skirts (maximum 2 inches above knees) <i>Exception: Maintenance staff, Environmental Health field staff, MIS technicians and staff accompanying clients on special trips are permitted to wear walking shorts on hot days when they will be working outside.</i>	Mini and micro skirts
<i>Exceptions: Appropriate denim attire and athletic shoes may be worn on Wednesdays by employees participating in the campus walk, and all employees on Fridays and floating holidays.</i>	Skorts and shorts (any pants above knee when you sit)
	Denim (any color): dresses, skirts, pants
Shoes	Shoes
Business shoe and/or boot (moderate heels, flats, etc.)	Beach sandals, toe thongs, slippers, flip flops w/rubber soles
Career/dress open-toe sandals	Athletic footwear (<i>exception: campus walk Wednesdays, Fridays, floating holidays, and as stated in Clinical attire</i>)
<i>Note: Shoes should be clean and in good repair</i>	<i>Note: For safety, high heels and open toed shoes are not permitted for any field staff</i>
Miscellaneous	Miscellaneous
LCHD/CHC logo attire (Mon., Wed. [if walking], and Fri.)	Unclean, stained, torn, or wrinkled clothing
2" max logo on polos/dress shirts	Undergarments worn as outerwear or visible under clothing
Hair (clean, combed, neatly trimmed)	Exposed tattoos—cannot contain profanity, lewd, racist, offensive wording or graphics
Sideburns, moustaches, and beards neatly trimmed	Exercise apparel and cycling clothing
Good personal and oral hygiene	Hats
Fingernails, toe nails and feet properly groomed	Nose, lip, tongue, and eyebrow piercings
	Jewelry (appropriate for job)

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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 Board of Health President

Signature: _____ Date: _____