Dress Code *(Origination date 5-1-12)*

**Overview**

The purpose of this policy is to ensure employees dress in a way that enables them to interact with patients, families, customers and fellow employees in a professional and safe manner. All employees have a responsibility to conform to the dress code policy.

Allina recognizes the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and infection control considerations.

**Applies to**

This policy applies to all employees and other workforce members.

**Overview**

You are expected to dress in a manner that:

- Reflects an image of professionalism
- Does not place you or your patients, families, customers or fellow employees at unnecessary risk
- Shows a concern for quality products and services
- Is not distracting or disrespectful of others
- Incorporates good personal hygiene, including oral care, bathing and general grooming
- Is consistent with the guidelines established for the location you will be working at for the day

In some instances, variation to this policy may be required based on regulatory requirements (e.g. MDH, CMS) for specific positions. In all cases, regulatory requirements will supersede these guidelines.

If you have questions concerning the application of the dress code policy, you should speak to your manager. Your manager will determine the appropriateness in relation to the policy guidelines.

Employees should not be using items intended for patients (e.g. blankets, robes, gowns) for personal use. In addition, Allina laundered surgery scrubs and disposable isolations gowns provided by the hospital can only be worn by employees who are required to do so.

**Exception to the Policy**

Exceptions to the policy may be granted at the discretion of the President or Executive Vice President of the business unit (e.g. holidays, sports theme day, casual Friday).

**Attire**

In general, clothing must be neat, clean, wrinkle-free, and in good shape. Clothing should not be too tight or loose, and should not reveal cleavage, stomachs, lower backs, buttocks or under garments.

**Semi-Restricted and Restricted Procedural Areas**

Semi-restricted and restricted procedural areas have additional requirements for controlling the transmission of infectious agents.

**Uniform Staff**

You must wear the approved uniform attire based on your department requirements.

Phase 1 Hospital & Hospital Based Clinic Uniform Standardization Staff No street clothing (e.g. hooded sweatshirts, fleece jackets) can be worn over your uniform. Short/long sleeve shirts or turtlenecks may be worn under scrub tops for modesty or warmth. Any color may be worn for these shirts. Recommended
colors include white, cream, tan, brown, black, gray, light pink, light blue, or an exact match to the scrub top. These under scrub tops must be only one color and non-patterned.

Scrub jackets are optional and must match designated scrub color. If scrub jacket is worn as the primary uniform top with a non-scrub top worn underneath, the jacket must be left on and closed during the entire shift.

See the "More…” link to the right for your functions specific uniform guidelines.

Other Uniform Staff (those not part of phase 1 Uniform Standardization)

You must wear the approved uniform attire based on your department requirements.

Non-Uniform Staff

The dress code is business casual. This dress code is in effect during business hours. The guidelines described represent the minimum standard of acceptable attire. Your manager may use his/her discretion regarding a higher standard based on the business needs and interactions of the work unit.

See the "More…” link to the right for the non-uniform staff guidelines.

More Links...
Phase 1 Hospital  Hospital Based Clinic Uniform Standardization Staff
Phase 2 Other Uniform Staff
Non-Uniformed Staff Guidelines

Footwear

In general, footwear must be appropriate for the role/work being performed and comply with regulatory standards.

Protective footwear is required according to job hazards (e.g., electrical and toe protection). See the "More…” link to the right for more details on Personal Protective Equipment requirements.

For clinical staff, appropriate footwear should have a closed toe box to provide splash protection and are easily cleaned with 1:10 bleach when contaminated with fluids. Shoes should be clean at all times. If shoes are contaminated during work, and not easily cleaned or changed, they can be covered with disposable shoe coverings.

Non-uniform non-clinical staff must wear the appropriate footwear to complement the business casual attire requirements. This includes dress shoes (i.e. loafers, boots, flats, open toed shoes, clogs) and dress sandals. No casual sandals, beach sandals (flip flops) or tennis shoes. However, tennis shoes may be acceptable when the role/work being performed requires it.

More Links...
Personal Protective Equipment requirements

Headwear

Headwear may not be worn unless issued as part of a department’s uniform or for medical /cultural reasons.

For safety, infection control and appearance reasons, a head covering must be clean, a solid color coordinated with the uniform (if applicable), no longer than mid torso front and back and be worn close to the body (not billowing).

In restricted and semi-restricted areas the head covering must be tucked into the scrub shirt and covered with a disposable head covering, such as a surgical hood. The hood must cover the scarf while in the restricted area.
**ID Badges**

Identification badges are required at all times while on duty. Your badge should be worn above the waist facing forward. For direct patient care providers, badges worn around the neck must be on a break-away cord.

If an identification badge becomes lost or damaged, or in the event of a name or title change, you must notify your manager immediately and a new badge will be made.

**Accessories (Jewelry, Piercings, Buttons, Stickers)**

Accessories (e.g., necklaces, bracelets, earrings, other piercings, buttons, pins, stickers) must be kept to a minimum and worn in a way that prevents contamination and does not present a safety hazard. In addition, they must be appropriate in nature and not cover your ID badge.

See the "More..." link to the right for more details on Jewelry in Section VIII of the Hand Hygiene Policy.

In addition, cloth sleeves or covers on stethoscopes are not allowed due to the risk of transmission of infectious organism.

**Special exclusions for food workers.** The wearing of jewelry should be limited to plain banded rings only. Necklaces, bracelets, earrings, and other jewelry should not be worn when preparing or serving food. See the MN Dept of Health Fact Sheet on Employee Personal Hygiene in the "More..." link to the right.

**More Links...**

- Jewelry Details
- MN Dept of Health Fact Sheet

**Hair**

Hair must be worn in a way that prevents contamination and does not present a safety hazard.

Special head covering is required when working in semi-restricted and restricted procedural areas.

**More Links...**

- Nails

Hand hygiene is the single most important means of preventing the spread of infection in healthcare settings. As part of Allina's Hand Hygiene policy, there are requirements pertaining to natural nails, nail polish and artificial nails.

See the "More..." link to the right for more details on fingernails and artificial nails.

**More Links...**

- Hand Hygiene Policy

**Fragrances**

In order to provide a more comfortable environment for our employees, patients and visitors, scented personal care products or other scented products that may cause adverse reactions in sensitive individuals are not allowed such as perfume, cologne, after-shave, lotions and other non-discrete fragrances. In addition, offensive fragrances (i.e. cigarette smoke or controllable body odor) are not allowed.

See the "More..." link to the right for more details on scents and odors.

**More Links...**
Building Occupant Responsibilities for Maintaining Good Indoor Air Quality

**Visible Body Art/Tattoos**

Visible body art or tattoos must be covered when possible (unless in recognition of religious beliefs). Offensive body art or tattoos must be covered at all times regardless of physical location.

**Laundering**

Uniforms, lab coats, and surgical scrubs are required to be laundered routinely to reduce risk of transmission of organisms and associated healthcare associated infections.

See the "More..." link to the right for the guidelines related to laundering you uniforms, lab coats and surgical scrubs.

**Blood or Body Fluid (BBF) Exposure:** Hospital employees who have personal scrubs and uniforms that become visibly contaminated with blood or body fluids should be changed as soon as possible and will be authorized to change into hospital-owned ceil blue scrub apparel. These loaned scrubs need to be returned on the employee's next working shift. The contaminated scrub and uniform will be laundered by the hospital following site-specific BBF Exposure Control Plan procedures.

**More Links...**

**Laundering Guidelines**

**Violating the policy**

The Dress Code policy is enforced by management. If you are not adhering to any of the sections of this policy, you may be:

- Sent home to change (non-paid time)
- Provided alternative clothing
- Subject to corrective action

**Contact**

For more information, contact your HR representative.
### Phase 1 Hospital  Hospital Based Clinic Uniform Standardization Staff

**Sites Affected**

- **Hospitals**: Abbott Northwestern, United, Mercy, Unity, Cambridge, Owatonna, River Falls, New Ulm, St. Francis and Phillips Eye Institute (NOTE: Buffalo Hospital will retain their uniform policy)
- **Clinics**: Hospital-based clinics only (Aspen, Quello and AMC sites will be part of phase 2)

### Roles Affected

<table>
<thead>
<tr>
<th>Role</th>
<th>Role/Job Class Affected</th>
<th>Examples of some job types (not all inclusive)</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN</td>
<td>RNs with direct patient contact</td>
<td>Bedside RNs, Care Coordinators/Case Mgrs, IV Team, Wound Ostomy, etc.</td>
<td>Navy Blue</td>
</tr>
<tr>
<td>LPN</td>
<td>LPNs with direct patient contact</td>
<td>Rad tech, etc.</td>
<td>Eggplant</td>
</tr>
<tr>
<td>Radiology</td>
<td>Those that provide any type of imaging services to patients</td>
<td>Therapist, Tech</td>
<td>Gray</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>Those that work in a respiratory department</td>
<td>Therapist, Tech</td>
<td>Olive Green</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Inpatient and Allina community Pharmacies</td>
<td>Pharmacy technicians and pharmacists who wear scrubs</td>
<td>Burgundy</td>
</tr>
<tr>
<td>Therapy Services</td>
<td>Those that provide PT/OT/SLP services to patients</td>
<td>PT, OT, Cardiac Rehab, etc.</td>
<td>Royal Blue Inpatient: Full scrubs; Outpatient: Polos/black pants</td>
</tr>
<tr>
<td>Laboratory Services</td>
<td>Hospital laboratory staff</td>
<td></td>
<td>Caribbean Blue</td>
</tr>
<tr>
<td>Materials Mgmt</td>
<td>Those that deliver materials to patient care areas</td>
<td>Aid, support, etc.</td>
<td>Khaki Polos with Black Pants</td>
</tr>
<tr>
<td>Environmental Services &amp; Linen Services</td>
<td>Those that provide cleaning and deliver linen on the units</td>
<td>Aide, etc.</td>
<td>Dark Brown</td>
</tr>
<tr>
<td>Patient Clerical Support</td>
<td>Those that greet, check-in patients. Direct contact at a desk on or in a patient area. Does not include admitting personnel</td>
<td>HUC, Scheduling Secretary, Front Desk, etc.</td>
<td>Hunter Green Health Unit Coordinators: Full scrubs; Front desk/scheduling staff: If directed by manager, green polos/black pants</td>
</tr>
</tbody>
</table>
| Patient Care Support | Those that are in direct patient contact that | CMA, PCAs, CNA, PCT, Op Tech, ED Tech, EKG | Teal Behavioral Health Asso-
| **Nutrition Services** | All staff in nutrition services role | Aides, etc. | Khaki/Black | Tech, Transport, etc. | Equipment Services (Aide, tech, etc.) Note: Does not include Clinical Equipment Services (CES) | Aides wear teal polos with khaki pants. All others wear full scrubs |
Phase 2 Other Uniform Staff

**Phase 2**

**Sites Affected:**
Phase two includes all of the roles listed above at the following sites:

- All remaining Aspen, Quello, and Allina Medical Clinic locations
- Home & Community Services
- WestHealth
- Abbott Northwestern Hospitals Center for Outpatient Care

**Roles Affected:**
Phase two will also involve standardized colors being adopted at all sites for roles that include, but are not limited to: Maintenance, Carpentry, Admitting, Volunteers, CES, etc.
## Non-Uniformed Staff Guidelines

### Appropriate Attire for Women

<table>
<thead>
<tr>
<th>Pants</th>
<th>Dress pants, khaki's, dockers, chinos and capri pants that hit below the calf (no more than 3” above the ankle). No shorts, board shorts or skorts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirts/Dresses</td>
<td>Casual dresses (excluding spaghetti straps), skirts that are no more than 2” above the knee.</td>
</tr>
<tr>
<td>Shirts</td>
<td>Blouses, dress shirts, golf/polo shirts. Tank top, t-shirts or spaghetti strap blouses acceptable when worn under another shirt, sweater or jacket.</td>
</tr>
<tr>
<td>Sweaters</td>
<td>Knit sweaters and sweater vests. No hoodies, sweatshirts or fleece.</td>
</tr>
<tr>
<td>Jackets</td>
<td>Suit coats and dressy jackets. No denim.</td>
</tr>
</tbody>
</table>

### Appropriate Attire for Men

<table>
<thead>
<tr>
<th>Pants</th>
<th>Dress pants, khaki’s, dockers or chinos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>Dress shirts, golf/polo shirts. No t-shirts.</td>
</tr>
<tr>
<td>Sweaters</td>
<td>Knit sweaters and sweater vests. No hoodies, sweatshirts or fleece.</td>
</tr>
<tr>
<td>Jackets</td>
<td>Suit coats and dressy jackets. No denim.</td>
</tr>
</tbody>
</table>

### Attire that is not permitted

<table>
<thead>
<tr>
<th>Pants</th>
<th>Denim pants, athletic pants, sweatpants.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>Denim shirts, t-shirts with logos, halter tops.</td>
</tr>
<tr>
<td>Sweaters</td>
<td>Hoodies, sweatshirts or fleece.</td>
</tr>
<tr>
<td>Other</td>
<td>No denim of any kind, shorts, board shorts, skorts, revealing clothing or low cut outfits or any type of provocative clothing, bare midriffs or backs; tattered, frayed, cut-off or soiled clothing.</td>
</tr>
</tbody>
</table>