I. Policy Statement:

To establish consistent dress code and grooming expectations for employees that project an image that is professional and appropriate to the healthcare/Emergency Medical Services environment. All employees are expected to report for their scheduled shifts well groomed, and wearing an approved uniform. Uniforms are only to be worn for scheduled work shifts, or as directed by EMS Management. Only approved uniform items are to be worn. In some cases, the requirements are in accordance with infection control and occupational safety principles. Therefore, employees will adhere to the policy, and are expected to behave in an ethical and professional manner, whenever in uniform on or off duty.

II. Definitions:

N/A

III. Procedures:

Uniform Allowance: Uniform allowance is described in the Allina Health EMS/L167 Labor Agreement. Uniform allowance funds may only be used to purchase approved uniform items, to support a particular job class from an approved vendor.

Grooming & Appearance: Also, see Allina Corporate Policy: My Allina, Policy Handbook, Work Conduct, Dress Code

Hair:
Hair shall be kept clean, neat, well groomed and professional. Hairstyles that present a ragged or unkempt appearance will not be allowed. For safety reasons, hair should not fall more than 4 inches beyond the bottom of the collar. Hair longer than 4-inches must be tied or pinned. Hair colors/style should be natural (meaning natural occurring hair color) and non-distracting. Ornamental head gear is prohibited (flowers, ornamental clips, scrunchies...).

Shaving:
Face shall be clean shaven. Beards and mustaches shall be neatly trimmed and maintained. Facial hair must not interfere with the wearing of prescribed safety equipment (i.e. HEPA or N-95 masks). Staff that have beards or unable to pass the N95 fit test must have a PAPR with them whenever working.

Tattoos:
See Allina Health Corporate Policy  Note this policy requires all tattoos to be covered.

Nails:
See Allina Health Corporate Policy. Note this policy requires, nail polish, if applied must be freshly applies and not chipped, artificial nails are not allowed.
Jewelry

**Earrings:**
Shall be conservative. Dangling earrings shall not be worn during shifts, due to safety risks.

**Other jewelry:**
Shall be conservative non-distracting, and shall not pose a hazard to employee or patient safety. Employees shall not wear other facial jewelry while on duty.

**Corporate Dress Policy Go To** - My Allina/Policy Handbook/Work Conduct/Dress Code for the corporate policy on Jewelry, Tattoos, Nails, Fragrance and more.

### III Personnel Uniforms

All staff will ensure that their uniforms fit properly, not faded or worn looking, clean and serviceable. Uniforms will be pressed and void of excessive wrinkles. Uniforms must look professional at times.

Staff will not keep bulky or protruding items in their pockets, except that equipment necessary for patient care and personal safety.

**Undergarments:** T-shirt are required with patched uniforms and will be crew neck and plain white. Colored or printed t-shirts under the uniform shirt are prohibited. The sleeves of the undergarment shall not extend beyond the sleeves of the uniform while the employee is in a normal standing posture.

**Turtleneck and Mock Turtlenecks:**
Are authorized in white. They may have EMS lettering on the neck in approved color. They may be worn under the long sleeved uniform shirt; however, the sleeves shall not extend beyond the uniform shirt sleeves. T-shirt not required with turtlenecks.

**Uniform Shirts:**
- Must be an approved style and color, obtained from the approved uniform vendor.
- Must be clean and serviceable; free of wrinkles, damage, discolored, or faded areas. Staff may be sent home with shirts that are soiled, unacceptable or wrinkled. Staff sent home due to unacceptable uniform will be charged with a short notice PTO use and considered absent.
- Only the top button may be unbuttoned. Formal events require fully buttoned shirts, long sleeves and black uniform tie.
- Long sleeve uniform shirts will be worn with the sleeves fully extended, except as necessary when hand-washing or providing patient care. Uniform shirts will be tucked in & worn at all times. 24-hour shifts may remove shirts (must wear undershirt) while resting.

**Pants:**
- Must be navy blue in color.
- Must be of an approved style.
- Must be free of wrinkles, damage, or faded areas.
- Length: Should touch the top of the boot or shoe, and not drag on the floor.

**Socks:**
- Shall be black or navy blue, if they are at all visible when walking or sitting.
- Any sock is authorized for wear with boots, so long as it is not visible.
Footwear:
Must be black, and capable of accepting a shine at the toe. Must be clean, serviceable, and polished regularly. Laces are to be tied or secured to give a neat appearance. Zippers are to be zipped. No blousing of pants to shoe or boot. Overshoes, as allowed within the Uniform Authorization Form, or as approved by EMS Management, are acceptable during adverse weather conditions.

Belts & Accessories:
Belts:
Shall be black leather basket weave 1 ¾” or 1 ½” or cordura. Buckles shall be gold colored, Velcro is authorized. No large plate-style buckles shall be worn. Black nylon buckles are also authorized.

Accessories:
Shall be in black basket weave leather, or cordura. They shall be clean, and in good repair. Handcuffs: Wearing and use of personal handcuffs are prohibited. Patients requiring restraints shall be restrained in accordance with company restraint procedure.

Identification:
Photo ID:
In accordance with Allina Health policy, all employees shall wear an Allina Health – EMS photo ID. This ID badge is to be worn above the waist and visible at all times. Lanyard must be break-away and Allina issued. No stickers, pins, or other items may cover any portion of the photo ID badge.

Collar Brass/FTO/Rank:
Shall be worn on both shirt collars and on jacket flaps. They shall be gold in color, and in good repair.

Name Plate:
A brass name plate shall be worn centered 1/8 inch below the top of the right pocket flap of the shirt or sweater. Name tags will have first name, last initial, and title.

Service Awards:
Wear of this is optional. When worn it shall be centered 1/8 inch above the right pocket.

Other Awards:
May be worn as directed by EMS management.

Sweaters:
Must be of an approved style. They must have department patches sewn to the sleeves. Zipper-style sweaters shall not be tucked into the trousers. Sweaters may be worn over a uniform or over a Turtleneck or Mock Turtleneck. Wearing the sweater over a t-shirt is not allowed.

Coats/jackets:
Only department-approved coats and jackets will be worn when on duty.

Headwear:
The following headwear is approved:

Baseball Cap:
Dark blue with approved Allina Health – EMS logo as supplied by the uniform vendor. Last name or medic # can be placed on the hat. Personalized hats cost must be paid for out of individual uniform option annual allotment. Hat must be forward facing, centered, not faded, clean and not oddly shaped or modified.

Knit “Watch Cap”:
Dark blue/Navy, may be plain or with Allina Health – EMS approved logo as approved by Operations or as supplied by the uniform vendor

Winter “Trooper Cap”:
Dark blue in color.

Headbands/earmuffs:
Dark blue or black headbands to keep ears warm are authorized during winter months. Hair bands for other uses must be dark blue or black. All of these items shall be without visible designs.

Gloves/Mittens:
Dark navy blue or black solid color. Approved safety gloves, for use during extrication.
**Body Armor:**
See Body armor policy

**Cold Weather Exception:**
During times of extreme cold weather (temperatures below zero) staff may wear items such as snow pants, “choppers” and insulated non-approved boots. They must be clean, non-distracting, and not contain inappropriate branding such as Ski-Doo, Arctic Cat and so forth. See your Operations Leader if you are not sure.

**IV. Other applicable policies or resources:**
Employees must bring extra uniform components with them in the event of blood or bodily fluid exposure.

Employees will be patched according to their highest job classification currently working at Allina Health – EMS.

The employee is responsible for the proper, cleaning, care and maintenance of all uniform components. Component determined by management to be below the standard shall be replaced as follows:

- If the component is part of the uniform exchange program the employee will promptly exchange for a replacement.
- If the approved component is not replaced in the exchange program, the employee will promptly replace using their uniform option dollars or their own funds.
- If items are damaged in the line of duty, the company will replace the item.

Staff will not wear items once notified that the item does not meet our professional standard. Staff may appeal to the Director of Operations if they are denied uniform upgrades they believe are substandard.

All employees in possession of company issued Allina Health – EMS pagers are expected to wear this pager on their person for all duty shifts.

Each job class will receive uniforms according to the allowance list for each job class.

All replacement uniforms will be new items. Management has the right to determine if a uniform is or is not replaceable.

Non mandatory uniform items will not be exchanged.

Management reserves the right to send an employee home without pay if not presented in proper uniform, proper appearance, or without company issued pager or proper I.D. badges.

**Termination:** Upon termination each employee or designee must return, in person, to their manager at Allina Health – EMS, company issued tools, security I.D. badges and any brand specific uniform components purchased by the company as determined by management on or by the date of termination. Final paychecks will be held until all uniforms and Allina EMS equipment is returned.

Staff will have an annual amount of dollars for uniform options as defined in contract with L167. Staff may not go over the annual amount to what is charged to the company. If an individual’s option account is over extended, Allina will invoice the individual for any over spent dollars in their account.

**V. Addendum:**
See approved uniform option list.
Pinned Items

Caducei & FTO collar brass centered on collar wing. 1-Inch above collar tip

Nametag centered on right pocket 1/8 inch below pocket seam. Service pin 1/8 inch above pocket seam. Name plate to be clean and not faded or warn. Star pointing up.

Approve uniform shirt.
Authorized

Fleece Vest with short or long sleeves.

Kevlar Vest over short or long sleeve shirt

Option jacket with short or long sleeve shirt. Uniform required under all jackets!

Sweater over uniform shirt

White Turtleneck only under sweater
Not Authorized

Do not arrive at base undressed.

Wrinkled, stained, faded or otherwise unprofessional uniform

Shirt un-tucked & unbuttoned

Long sleeves under a short sleeve shirt

Rolled up Short Sleeve or long-sleeves not allowed (may roll up for hand washing but must return thereafter)
Not Authorized

Pants bloused into boots

Black shoes & white shocks that are visible.

Unauthorized stocking caps.
Only approved Uniform stocking caps are allowed. No random hats, or sports hats allowed.

Two buttons unbuttoned.
Only top button may be unbuttoned

T-shirt only under sweater