

MVH Professional Attire Policy

- I. **Business Casual** is clothing that allows you to feel comfortable at work, yet always look neat and professional.
 1. Examples:
 - a. Men's Wear: Shirts with collars, sweaters, khaki slacks, or other types of dress slacks.
 - b. Women's Wear: Dress pants, khakis, sweaters, skirts, Dresses, divided skirts, dress capris that are mid-calf, and shirts that cover the shoulders.
 - b. Spaghetti straps, tank tops, halter tops, or exposed midriffs are not permitted.
 - c. Skirt/Dress Length: No shorter than 3 inches above the knees.
 - d. Casual attire such as jeans, stretch pants, sweatpants, T-shirts, jogging clothes, casual or sporty capris (for example, pockets on the leg or strings on the bottom), skorts or shorts are not to be worn.
 - e. Shoes such as flats, pumps, loafers, athletic shoes and (sandals non-clinical areas) are allowed. Beach shoes, flip-flops or open toe shoes are not permitted.
 - f. Socks or panty hose must be worn when in the clinical area. Clinical area is defined as patient room or treatment area.
 - g. A white lab coat, white warm-up jacket or a warm-up jacket matching the color of the scrubs are required to be worn anytime the staff member enters a clinical area.
Clinical area is defined as patient room or treatment area.

II. Jewelry / Piercings

- a. Must satisfy infection control standards and maintain patient and personal safety standards. **ALL**
- b. Jewelry must be plain and inconspicuous **ALL** and must be able to be worn with a gloved hand. **CLINICAL**
- c. Earrings are permitted with the following criteria:
 1. Non hoop earrings should not be dangling more than 1 inch below the earlobe. **CLINICAL**
 2. Inside earring hoop diameter should not be larger than a dime. **CLINICAL**
 3. Ear gauges should be no larger than a dime. **ALL**
 4. Only 2 earrings per ear. **ALL**
- d. Necklaces that do not interfere with patient care may be worn. **CLINICAL**
- e. Bracelets or armbands are not permitted unless they are a Medical Alert bracelet. Watches are permitted to be worn. **CLINICAL**
- f. Only one ring or ring set per hand is allowed. **CLINICAL**
- g. Except for earrings (see above), visible body piercing, including but not limited to the tongue, is not permitted and must be removed when at work. **ALL**
- h. No more than five professional pins may be worn at one time. **ALL**

- III. **Fingernails**-Artificial fingernails are NOT permitted for use by anyone responsible for direct or indirect care. Indirect patient care includes, but is not limited to the following: cleaning the patients' environment, delivering food, transporting patients, or delivering patient care items. The four most common types of artificial fingernails, i.e. acrylic, gel, sculptured, and wrap are described below:

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Acrylic nails are artificial fingernails and are used as either a nail tip or a nail overlay. These artificial fingernails are created by combining powdered acrylic product, called a polymer, with a liquid acrylic product, called a monomer.

Gel nails are made with a "light cured" or "UV" gel consisting of pre-mixed polymers and monomers. Gel nails can be used over the entire nail and can also be used to fix split or broken nails. Gel nails may be hard to remove, resulting in damage to your natural nails.

Sculptured nails are another type of artificial fingernail. These nails are applied to the natural fingernail with an acrylic or a fiberglass gel, and lengthened and sculpted over a metal or foil form to produce the desired shape and length.

Wrap nails are small, thin pieces of silk, fiberglass, paper or linen that have been cut to a desired shape and glued or bonded to the surface of the natural fingernail.

- a. Personnel questioned regarding the integrity of nails may be asked to demonstrate the evidence of natural nails by removing nail polish with a polish remover. Such failure to do so may result in the appropriate disciplinary action.
- b. Future advancements in artificial fingernail technology will fall under the same restrictive category and should not be worn by employees doing direct and indirect patient care.
- d. Natural fingernails are to be well groomed and no longer than $\frac{1}{4}$ inches.

IV. Tattoos

- a. Tattoos must be covered unless doing so creates an infection control risk. If tattoos are on a hand, finger or wrist, they must not draw undue attention.

V. Hair

- a. Hair must be clean and neat in a style of hair pulled up when appropriate to promote infection prevention.
- b. Facial hair must be kept neat and well trimmed.
- c. Fashion head scarves or skullcaps are not permitted.
- d. Only natural shades of hair color are permitted.

VI. Fragrance

- a. All employees must be sensitive to others' reactions and health issues when wearing scents in the health care environment. Some departments may prohibit the use of scents so as not to interfere with patient care or co-workers.
- b. Clothing items and individuals smelling of smoke/tobacco products are prohibited.