

 <b>HAWAII HEALTH SYSTEMS CORPORATION</b> <i>Quality Healthcare for All</i>  <b>POLICY</b>	<b>Department:</b>  Human Resources	<b>Policy No.</b>  <b>HR 0013A</b>
		<b>Supersedes Policy No.</b>
<b>Subject:</b>  <b>STANDARDS OF DRESS, SAFETY, and HYGIENE</b>	<b>Approved By:</b>  <i>Donna McCleary</i>  HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	<b>Approved Date:</b>  May 26, 2022
		<b>Last Reviewed:</b>  February 9, 2021

### I. PURPOSE:

The Hawaii Health Systems Corporation (HHSC) expects its Employees to present a professional image. Dress and Hygiene convey professionalism in much the same way the actual services that are being performed. The purpose of this policy is to establish professional standards of Professional Dress, safety, and Hygiene for the HHSC workplace. This policy shall apply to all Employees, including officers, managers, supervisors, non-supervisory employees, contracted employees, physicians, and volunteers of HHSC, collectively.

### II. DEFINITIONS:

“**Employee**” means HHSC employees, including officers, managers, supervisors, non-supervisory employees, contracted employees, physicians, and volunteers, collectively.

“**Hygiene**” means a clean and well-groomed in appearance that may include but is not limited to: good hygiene such as bathing; clean, neat hair, clean, short, and trimmed fingernails, and clean clothing.

“**Professional Dress**” means attire that is professional and business-like, which may vary depending upon the job duties or workplace.

### III. POLICY:

#### A. Professional Dress

1. HHSC expects its Employees to present a professional image at work. Professional Dress and Hygiene convey professionalism and respect in much the same way the actual services that are being performed.
2. Clothing that is professional and business-like shall be worn while engaged in the execution of job duties or at the workplace. All Employees are expected to dress in a manner consistent with a professional healthcare working environment. Clothes should fit properly and choices in accessories, including jewelry, make up, nails, and body piercings or body rings shall not detract from general standards of professional attire or job performance.

3. Professional footwear is required. Employees who provide direct patient care shall wear closed-toes shoes at all times to ensure safe, secure footing, and protection from hazards in work areas. Clogs are acceptable. Employees who do not provide direct patient care may wear open-toed shoes that are professional in appearance. Excessively high-heeled shoes more than 3" pose a threat to safety, as such are not permissible. Protective shoes may be required by individual departments. Alternate footwear may be acceptable if deemed medically justified, on a case-by-case basis.
4. Scrub uniforms are allowed while working during clinical shifts. Scrub uniforms are prohibited outside of a facility.
5. Eye protection is both recommended and required in situations where the risk of exposure to patient body fluids is high. Personal prescription eyewear shall be professional in appearance and should be supplemented by additional splash protections.
6. Employees who are on-call and called back may return to work as dressed, to prevent compromise of patient care. These Employees, however, shall wear a lab coat or covered gown over street clothes, if applicable, and a closed-toe shoe.
7. Permission to wear a costume on special occasions (e.g., Halloween, etc.) may be granted with prior approval from their immediate supervisor, provided that HHSC Identification Badge requirements apply.

## **B. Hygiene**

1. All Employees shall maintain a clean physical being; be well-groomed in appearance and consistently practicing good oral and personal Hygiene.
2. In most instances, an Employee may style his/her/their hair as long as it is clean, groomed, and business-like in appearance. Hair shall not interfere with job function. In patient care areas, hair shall be pulled back away from the face. Long hair shall not obstruct vision and shall be controlled to prevent contact with the patient, equipment, or supplies. A hair net may be required in some instances. Facial hair shall be well-trimmed, neat in appearance, and not interfere with job performance and safety.
3. Nails shall be kept clean, short, and trimmed. Nails shall not interfere with job performance and shall comply with any infection control policies. Nail jewelry and artificial nails may pose safety hazards and shall not be worn by those involved in direct patient care.
4. Proper hand washing techniques and protocols shall be strictly adhered to for personal safety and infection control.

## **C. Identification Badge**

1. The HHSC identification badge shall be worn at all times while on duty, above the waist, and visible to the public.

2. The HHSC identification badge shall not be covered by any other object. The front face of the badge shall be clean and clearly displayed so that a name and photo are visible at all times.

#### **D. Compliance**

1. The professional standard outlined in this policy is applicable 24-hours a day, 7 days a week, including weekends, evenings, and night shifts.
2. Each Employee shall be responsible for adherence to this policy and the respective facility departmental procedures as applicable.
3. All levels of management, including department managers and supervisors, are responsible for both enforcing and teaching, role modeling, and enforcing this policy through consistent application.
4. All complaints shall be handled by the Employee's immediate supervisor. Managers and supervisors may prohibit an Employee from working until appropriate attire and necessary adjustments are made to comply with this policy.
5. Failure to comply and/or repeated infractions shall result in progressive disciplinary action in accordance with the respective collective bargaining agreements or relevant HHSC Corporate policies in the event the Employee is not subject to collective bargaining.
6. As needed, regions, facilities, and medical staff organizations are authorized to modify these general standards effectuated in this policy, such as to meet heightened safety and/or infection control requirements in a clinical setting, or to fulfill other specialized obligations, so long it is consistent with the intent herein.
7. Each HHSC Region, facility, workplace, and specific department reserves the right to create procedures for required and appropriate dress and grooming based on legal, regulatory, safety, departmental operations specific, and/or other relevant considerations.

#### **E. Exceptions to Policy**

1. Exceptions to this policy shall be brought to the attention of a manager or supervisor for discussion and consideration, on a case-by-case basis.

#### **IV. AUTHORITY:**

- HR 0006A, HHSC General Human Resources System
- Hawaii Revised Statutes, Chapter 323F, Hawaii Health Systems Corporation

#### **V. RELATED PROCEDURE(S):**

See each respective HHSC facility's departmental procedures as applicable.

#### **VI. REFERENCE(S):**

- Collective Bargaining Agreement for Units 1, 2, 3, 4, 9, 10, 13