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Policy Area Health
Enterprise:
General
Administrative

Applicability UCI Health -
Orange



Dress and Personal Appearance Code

I. PURPOSE

The purpose of the Dress and Personal Appearance Code is to establish standards of safe, protective, appropriate dress and appearance for those who work or volunteer at UCI Medical Center. This includes off-site physician practices, satellite work locations, at all times, regardless of shift. The policy also establishes standards for hand hygiene in relation to fingernails, which has an impact on infection prevention.

II. BACKGROUND

- A. Promotes co-worker and patient safety.
- B. Portrays a professional image of care providers to patients, visitors, and colleagues.
- C. Provides patients, visitors, and colleagues a method of identifying care providers and their roles.
- D. Elicits patient, family and visitor confidence and trust in care providing co-workers.

III. POLICY

- A. Each co-worker is to comply with this policy when on paid time. If in doubt regarding the acceptability of dress and personal appearance, confer with your direct supervisor.
- B. UCI Health co-workers shall present a clean, neat, well-groomed appearance that conveys respect for oneself, one's colleagues, the public and UCI Health during work hours.

C. The attire shall be appropriate to the individual's occupation or profession and shall contribute to the highest standard of hospital hygiene, patient expectation, and employee safety. All co-workers shall be informed of this policy.

D. Photo Identification Badge

1. Identification badges shall be worn clearly visible at or above the waist at all times. These badges shall identify the name and position of the wearer. Identification badges are required by Title XXII (22) of the California Administrative Code, Section 70721 D. which states in part "all employees of the hospital having patient contact, including students, interns and residents, shall wear an identification badge bearing their name and title." Because all co-workers may come in contact with patients, if even for purpose of providing directions, there shall be no exceptions to this provision.

2. Daily Appearance

a. Daily hygiene of skin, hair, and teeth.

b. Hair on the head or face shall be clean, and controlled in an appropriate style so not to interfere with job duties and safety.

i. Hats shall not be worn while on duty unless required for safety of individuals whose work takes them outdoors. Hat worn must be UCI logo or plain. Exceptions may be made for religious purposes, medical necessity, and only in defined areas, e.g. surgery, procedure room, etc.

c. For direct patient care providers, below-the-shoulder length hair must be tied back or up off the shoulders.

3. In consideration of the comfort and possible allergic reactions of others, perfumes, cologne and other scents, including lingering scents of smoke on clothing shall be minimal. Minimal is defined as undetectable by customers or coworkers.

4. Tattoos are permitted to be shown if they do not depict inappropriate, profane, or offensive graphic imagery or text. Face tattoos are generally not permitted. Any questions regarding the interpretation of this requirement shall be decided in favor of conservative standards.

a. Exceptions for face tattoos include tattoos of cultural traditional significance (e.g. Indigenous/Native communities, religious) and will be addressed on a case-by-case basis.

5. For all healthcare workers:

a. For the purposes of this policy a healthcare worker is defined as someone who provides direct patient care, performs duties in patient care areas, or handles patient care supplies/equipment.

b. Healthcare worker's nails will be maintained at length not to exceed ¼ inch past the fingertips when viewed from the ventral surface.

c. Artificial nails are prohibited for all healthcare workers.

i. Artificial nails are defined as substances or devices applied or

added to the natural nails to augment or enhance the wearer's own nails. They include, but are not limited to, bonding, extensions/tips, dip powder, wraps, gels, and acrylic overlays, and tapes.

- d. Nail enhancements such as jewelry, glitters, studs, rhinestones, and beads are also prohibited.
 - e. Healthcare workers may wear nail polish without embedded enhancements, but must be intact and free from chips, dings, wear, or any torn/rough areas.
 - f. Refer also to Infection Control policy on [Hand Hygiene](#).
6. Jewelry on visible body parts (including pierced jewelry) is not to interfere with the duties of the employee or pose a hazard to the patient or employee. Visible body part is defined as any area not covered by daily clothing that ensures a safe and clean work environment. Jewelry is to be understated, small and kept to a minimum.
- a. Body piercing jewelry (including earrings, tongue studs, nose rings, eyebrow rings, etc.) must not present a safety or infection control hazard to co-workers or patients.
 - b. Direct patient care providers should avoid dangling jewelry as a potential safety hazard.
7. Uniform pins and insignia, which may be worn in patient care areas, are limited to professional association pins or emblems, service award pins, and other University issued pins. All pins or stickers containing slogans or messages are prohibited in patient care areas. All other insignia, emblems or pins may not be worn in patient care areas.
8. Attire shall be neat, clean, and safe for the work environment. Any questions regarding apparel shall be decided by the supervisor of the individual in favor of safety standards.
- a. Examples of unsafe or inappropriate attire include:
 - Beach sandals, thongs, or bare feet.
 - Floor length dresses or indiscreet hemlines
 - T-shirts, shirts with logos/slogans, sweatshirts (exception is UCI/UCI Health clothing worn in conjunction with UCI Health sponsored events).
 - Torn or frayed garments.
 - Shorts or sweat bottoms except when part of an authorized uniform.
 - b. Departments may grant exception to the above examples for employees who, prior to coming on duty, are required to change into and remain in uniforms and/or scrubs
 - c. Shoes shall be clean, in good repair and appropriate for the work to be

performed. Sling back shoes (with straps across the heel) are acceptable. Direct care providers are required to wear closed toe shoes.

- d. Upon approval of HR department, individual divisions may authorize a standardized dress code.
 - e. Personal electronic devices are not to be used while on duty. Use of these items is restricted to assigned break times only. Exception is in a non-patient care area when pre-approved by direct supervisor. Refer also to policy on [Cellphones and Other Personal Electronic Device Use](https://intranet.ha.uci.edu/sites/policiesandprocedures/hospital/General%20Administrative%20Policies/Forms/AllItems.aspx) <https://intranet.ha.uci.edu/sites/policiesandprocedures/hospital/General%20Administrative%20Policies/Forms/AllItems.aspx>.
9. Failure to comply with these standards may result in corrective or disciplinary action. Employees who report to work in violation of this policy may be sent home, without pay, to rectify the issue(s) causing non-compliance. Management reserves the right to determine appropriateness of dress.
10. It is the responsibility of the supervisor to consistently enforce compliance with this policy:
- a. The supervisor will direct the co-worker who may be in non-compliance to badge out (non-pay status) to take necessary action to correct deficiencies.
 - b. The supervisor will take appropriate corrective or disciplinary action with co-workers who repeatedly violate the established dress code in accordance with applicable University policies and collective bargaining agreements.
11. Human Resources will provide support in resolving issues, questions, or concerns regarding this policy.

IV. REFERENCES

- A. [UCIHC Policy: Dress Code: Surgical/Procedural Attire](#)
- B. [Hand Hygiene – Epidemiology and Infection Control](#)
- C. [Cellphones and Other Personal Electronic Device Use](#)
- D. Wu, A. G., & Lipner, S. R. (2020). A potential Hidden Reservoir: The role of nail hygiene in preventing transmission of covid-19. Journal of the American Academy of Dermatology, 83(3). <https://doi.org/10.1016/j.jaad.2020.05.119>
- E. Hewlett AL;Hohenberger H;Murphy CN;Helget L;Hausmann H;Lyden E;Fey PD;Hicks R; (n.d.). Evaluation of the bacterial burden of Gel Nails, standard nail polish, and natural nails on the hands of Health Care Workers. American journal of infection control. <https://pubmed.ncbi.nlm.nih.gov/30509357/>
- F. Lucas, A. (2023, January 10). Fingernail Polish and Infection Control. Within REACH Fall/ Winter 2022. https://issuu.com/carilionclinic/docs/within_reach_publication_-_fall_winter_2022/s/17866124
- G. <https://apic.org/professional-practice/practice-resources/>

Attachments

[!\[\]\(2e897e890e69d81eae4503a8342c36b0_img.jpg\) Attachment A HLHP .pdf](#)

[!\[\]\(bd1a142de767a21e5362c595f844a4ff_img.jpg\) Attachment B Uniform \(Services\).pdf](#)

[!\[\]\(e2376d476d06eb31946dc01a69a4403a_img.jpg\) Attachment C Inpatient Ambulatory Care Uniforms Updated.pdf](#)

Approval Signatures

Step Description	Approver	Date
Governing Body	Governing Body [PF]	03/2024
Policy & Communications Committee	Policy & Communications Cte [NM]	03/2024

Applicability

UCI Health - Orange