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**Owner:** CASSIE GOULET: DIRECTOR-  
HR OPERATIONS  
**Policy Area:** Human Resources - Employment  
**References:**  
**Applicability:** All CHI Health

## Dress Code

### PURPOSE

To define appropriate clinical and professional dress and appearance guidelines while on the job with an emphasis on infection control and and employee and patient safety.

### POLICY STATEMENT

- A. Employees represent CHI Health with every interaction they have with our patients, physicians, visitors and internal customers.
- B. This policy reflects our Core Values of Reverence and Excellence.

### PROCEDURE

- A. This policy applies to all employees, excluding physicians, at CHI Health.
- B. This policy applies when an employee is clocked in and receiving pay or when they are representing CHI Health.
- C. Failure to comply with this policy will result in the employee being sent home and directed to return to work in proper attire.
  - 1. In addition, employees will be subject to the CHI Health policy, "Corrective Action Policy and Procedure", if non-compliance continues.
- D. Human Resources will handle any exceptions to this policy on a case-by-case basis.
- E. Individual department policies may be more restrictive, however, they will not be less restrictive.
- F. Specific departments may have safety-related requirements related to dress.
- G. Appearance will not distract from our patient-centered focus.
  - 1. Hair (including facial hair) is neatly trimmed and styled.
    - a. Length may be individualized but can be restricted according to individual department policies.
    - b. No extreme looks are allowed.
  - 2. Fingernails are neat, clean and well maintained.
    - a. Nail polish use may be restricted according to some individual department policies.
    - b. Artificial nails are prohibited in departments providing direct patient care (refer to CHI Health

Administration policy, "Hand Hygiene").

3. Aftershave, cologne and perfume will be applied sparingly, as a patient and co-worker sensitivity to scents/odors will be considered at all times.
  4. Offensive body odor and poor personal hygiene is not acceptable.
  5. No tattoos on the face or front of the neck will be permitted, with the exception of permanent make-up that is not extreme in nature.
    - a. In adherence to our Core Values, tattoos deemed as inappropriate, vulgar, obscene, or in violation of our "Harassment-Free Workplace" policy, must be covered at all times while working.
  6. Piercings/Gauges/Body Adornments
    - a. Facial piercings are limited to one stud piercing and must not exceed 16 gauge.
    - b. Ear piercings are acceptable and are limited to three pair per ear.
    - c. One gauge per ear is acceptable but may not exceed 10 mm or 00 gauge and a solid plug must be worn at all times while working.
    - d. Body dermals and all subdermals (including facial) may not be visible at any time.
  7. Jewelry and other accessories may be worn in a moderate manner and must not present a safety hazard to the employee or patient, nor interfere with job duties and/or the delivery of patient care.
    - a. Will be small in size, not excessive, and equipped with safety clasps or guard chains.
    - b. Will not cover picture and/or lettering on the employee identification (ID) badge.
  8. CHI Health ID badge will be worn above the waist at all times while working.
    - a. Please see Section Q. for more information about employee ID badges.
  9. Clothing will be neat and clean at all times.
  10. Clothing style and "cut" will not be offensive.
    - a. Necklines will be modest and not expose cleavage.
  11. Skirt lengths will be conservative; no micro or mini-skirts are allowed.
- H. Approved business clothing will include business casual attire, which is pressed, clean and in good condition with no tears or stains.
1. Proper underwear will be worn at all times.
  2. Clothing will fit properly and be loose enough to allow performance of activities.
  3. Approved logo wear to include:
    - a. Button-down shirts or polo shirts with approved "CHI Health" logo.
      1. No location-specific identifier will be allowed.
    - b. Shirts/tops with designer brand, school logo, or athletic team logo that does not exceed 3 inches in diameter.
  4. Shoes will be well maintained, clean, polished and appropriate to the workplace.
    - a. No tennis shoes except in clinical or service areas.
    - b. Open-toe shoes are allowed unless area is restricted due to regulatory compliance.

- c. No flip-flop shoes.
- I. Leggings may be worn underneath a tunic or dress that extends in length to mid-thigh or below.
  - 1. Leggings must be a solid color - no prints.
  - 2. Appropriate length is nothing shorter than ankle length.
- J. Capris may be worn so long as they are dressy slack material and business casual style.
  - 1. Capris may not be shorter than mid-calf.
  - 2. Carpenter, cargo and drawstring styles will not be permitted.
- K. Colored denim may be worn so long as business casual style is maintained.
  - 1. This includes button-down shirts, blouses, jackets, dresses, pants, etc.
    - a. No blue jean colored denim will be allowed.
    - b. No holes, frayed hems, or acid wash styles.
- L. Unapproved dress includes:
  - 1. Logo t-shirts, which include t-shirts with pictures/printing (including CHI Health t-shirts) and undershirts of any color (except when worn under another approved garment).
    - a. Plain t-shirts or CHI Health t-shirts are acceptable in the following areas:
      - 1. Wellness Center
  - 2. Skorts, carpenter or cargo pants, wind pants, sweats or jogging suits, mini-skirts, and shorts.
    - a. Shorts will be acceptable attire during the summer months only (other than jean material) in the following areas:
      - 1. Recreational Therapy (when taking patients on outings)
      - 2. Aquatics
      - 3. Wellness Center
      - 4. Cardiac Rehab
    - b. Jogging suits will be acceptable in the following areas:
      - 1. Recreational Therapy (when taking patients on outings)
      - 2. Aquatics
      - 3. Wellness Center
      - 4. Cardiac Rehab
  - 3. Blue jean denim material shirts, skirts, dresses, pants, etc. (includes chambray material).
  - 4. Halter top.
  - 5. Tank tops/camisoles (unless worn under a jacket or sweater).
  - 6. Midriff top.
  - 7. Thermal or flannel shirts.
  - 8. Lycra or tight attire.
  - 9. Any clothing where bras, briefs/underwear are consistently visible.
  - 10. Caps/hats of any type inside any CHI Health facility unless required by job, regulation or religious

choice.

M. CHI Health Clinical Dress - Hospital

1. Hospital clinical attire is standardized across CHI Health and excludes CHI Health Clinic and The Physician Network and is defined as follows:
  - a. Scrub pants/scrub tops/tunics do not require the CHI Health logo, but it is highly encouraged.
  - b. Any style of scrub will be permitted so long as the scrub top and scrub bottom are from the same vendor.
  - c. Scrubs must be neat, clean, and without holes or frayed hems.
  - d. Scrub Jackets and Tops
    1. Personalization, for example, employee name and credentials, placed on the upper right chest in white thread is allowed.
  - e. Scrub Under Layers
    1. Under layer colors may be in black, white or gray, or the color of the scrubs.
    2. Must be a solid color, no prints or patterns.
    3. Top outer layer must be the scrub top, scrub jacket, approved unit shirts, or approved nylon performance jacket in the designated scrub color.
2. Color of clinical attire will be standardized by departments across CHI Health hospitals and will follow the chart listed below:
  - a. RNs, LPNs, and House Supervisors
    1. Scrub pants and warm-up jackets: Navy
    2. Scrub tunics/tops: Navy
  - b. Behavioral Services Techs, CNAs, Medical Assistants and Transportation and Unit Coordinators serving in direct patient care.
    1. Scrub pants and warm-up jackets: Ceil.
    2. Scrub tunics/tops: Ceil.
    3. Unit Coordinators not in direct patient care may wear professional dress.
  - c. Paramedic and EMTs
    1. Scrub pants and warm-up jackets: Royal
    2. Scrub tunics/tops: Royal
  - d. Diagnostics, Radiology, Radiation Therapy
    1. Scrub pants and warm-up jackets: Steel
    2. Scrub tunics/tops: Steel
  - e. Cardiac Sonographers, EKG Techs, Vascular Techs, and Non-Invasive Cardiology
    1. Scrub pants and warm-up jackets: Purple
    2. Scrub tunics/tops: Purple
    3. All CHI Health Nebraska Heart clinical staff: Purple
  - f. Lab Services

1. Scrub pants and warm-up jackets: Teal
2. Scrub tunics/tops: Teal
- g. Respiratory Therapy/Sleep Lab
  1. Scrub pants and warm-up jacket: Black
  2. Scrub tunics/tops: Black
- h. Therapies: Occupational, Physical, Recreational, Educational, and Speech may wear professional dress unless they are working in an acute setting, in which case scrubs will be worn.
  1. Scrub pants and warm-up jackets: Caribbean
  2. Scrub tunics/tops: Caribbean
- i. Pharmacy
  1. Scrub pants and warm-up jackets: Graphite
  2. Scrub tunics/tops: Graphite
- j. Surgical Services: OB Techs, L&D RNs and Interventional Radiology
  1. Scrub pants and warm-up jackets: Hospital laundered surgical scrubs.
  2. Scrub tunics/tops: Hospital laundered surgical scrubs.
  3. L&D RNs who enter any surgery room will be required to change into hospital laundered scrubs if they choose to wear RN scrub color.
- k. Dieticians
  1. Scrub pants and warm-up jackets: Wine
  2. Scrub tunics/tops: Wine
- l. Environmental Services
  1. Scrub pants and warm-up jackets: Hunter
  2. Scrub tunics/tops: Hunter
3. White lab coats may be worn by specific health care professionals, including management in clinical areas, house supervisors, program therapists, pharmacists, nurse practitioners, physician assistants, social workers, case managers, learners, and other clinicians.
4. Any style of shoe is permitted as long as they are closed-toe and meet clinical department guidelines.
  - a. Crocs and tennis shoes are permitted.
5. Any style of socks/nylons is permitted.
6. Multiple Roles
  - a. Employees who work in a role with multiple functions will wear the scrub color of their primary function (Critical Access Hospitals).
  - b. Dual employees working in more than one discipline will wear the scrub color of the discipline they are working in for the day.
  - c. Employees who work in a single role that covers multiple disciplines will wear the scrub color

based off of their initial assignment for the day, and will not be required to change if the work switches throughout the shift.

1. If part of their role follows the professional dress code, they must adhere to that attire, unless they are providing direct patient care.

N. Unit-Based T-Shirts and Awareness Days

1. Employees will be allowed to wear specially designed shirts, in lieu of the scrub top or jacket, under the following guidelines:
  - a. Design must be approved by Senior Leadership and the Marketing Department.
  - b. Shirt must be the designated scrub color of the discipline as defined in this policy.
  - c. Employees are responsible for the purchase of the approved shirts.

O. Team Sports Days/Christmas Holiday

1. Employees will be allowed to wear shirts representing high school, college or pro sports teams under the following guidelines:
  - a. Shirts may only be worn on Fridays and Saturdays year round.
  - b. Acceptable sports attire will be t-shirts, sweatshirts, polos or button-up shirts.
    1. Jersey tops will not be permitted.
    2. Restrictions may apply in clinical areas.
  - c. Clinical staff must wear designated scrub bottoms according to their discipline.
  - d. Offensive language or slogans will not be permitted or tolerated.
2. Employees will be allowed to wear a CHI Health official Christmas t-shirt between Thanksgiving and Christmas.
  - a. Employees must purchase their own shirts.
  - b. Clinical staff must wear designated scrub bottoms according to their discipline.

P. CHI Health Clinic (non-management)

1. Clinical Support Staff (Includes RN, LPN, CMA/RMA, radiology tech, ultrasound tech, population health coaches, nuclear techs and all other support staff providing direct patient care.)
  - a. Scrubs: Steel gray
    1. Scrub tops/tunics do not require the MBO clinic logo, but it is highly encouraged.
  - b. Warm-up jackets: Choice of black or steel gray (must be purchased from company store) and do not require the MBO clinic logo, but it is highly encouraged.
    1. Black fleece pullovers are allowed as long as the logo is small and inconspicuous.
  - c. Shirts worn under scrub tops/jackets: Can be worn in the brand colors (must be purchased from company store) or solid white or black.
  - d. Shoes: Any style of shoe is permitted as long as it meets CHI Health standards outlined in Section H.4.
2. Administrative Staff (includes all non-clinical staff)
  - a. Shirt options: Brand colors (must be purchased from company store).

- b. Pants/skirts/Capris: Black or black denim (employee purchased).
    - 1. Leggings are not allowed in CHI Health Clinic locations.
  - c. Jackets/vests/sweaters: Solid black (do not need to be purchased through company store if they are not logoed) or approved brand colors (need to be purchased through company store).
    - 1. Hoodies are not allowed, however, CHI Health Clinic branded zip ups with hoods purchased through the company store are allowed.
  - d. Undershirts/camisole: If showing, must be white, black, or in the brand colors (brand colors must be purchased from the company store).
  - e. Shoes: Solid neutral colors are allowed (black, gray, brown) that adhere to the CHI Health policy H.4.
    - 1. Business casual shoes, excludes calf or thigh high boots; pants must be on the outside of a boot.
3. All clinic staff are allowed to wear sports apparel tops on Fridays (no hooded sweatshirts or jerseys).
- a. Scrub bottoms (clinical) or black pants (administrative) must be worn.

#### Q. Employee Identification Badge

- 1. All CHI Health employees, volunteers, students, and contracted labor are required to wear an ID badge during working hours.
  - a. All contracted staff are required to wear their company's ID badge while providing services or work on any CHI Health property.
  - b. Students performing work at CHI Health as part of their curriculum are required to wear a picture ID from their school or a CHI Health ID badge.
  - c. The sharing of proximity cards/ID badges is strictly prohibited and will result in corrective action.
- 2. The employee ID badge is to be worn above the waist on the outside of clothing.
  - a. To promote safety for ID badges are two-sided and should not be covered by any attachments.
    - 1. This includes badge buddies, stickers, reference cards, or any other item that prevents the badge from being visible.
- 3. Badges cannot be placed in a plastic pouch or holder.
- 4. All badges must include the following:
  - a. CHI Health/The Physician Network logo.
  - b. Photograph of employee.
  - c. First and Last name.
  - d. Job title as indicated in the job description.
    - 1. Certain nursing positions are excluded.
    - 2. Your badge will be produced according to policy.
  - e. Emblem based on license or certification.
    - 1. Applicable to positions/licenses/certifications on the Badge Emblem Grid; this grid will be reviewed annually.
  - f. Barcode.

- g. Proximity Card Numbers (prox. numbers) - are used to identify the card for access and time clock functions.
- 5. Employees may not deface, alter, or otherwise change the appearance or functionality of their badge.
  - a. This includes obscuring or altering photos, first or last name, or department.
- 6. Badges must be surrendered to Security or Human Resources upon separation of employment with CHI Health.
- 7. Badges will be replaced at no cost to the employee if they have a change in name or job title, or as required for significant change in appearance.
  - a. Employees must have a badge photograph that is an accurate representation of their appearance.
- 8. Replacement badges may be obtained by contacting your local CHI Health Security office.
- 9. Employees who lose their ID badge must immediately notify CHI Health Security to have their badge disabled and a new badge issued.

R. Exclusions

- 1. Security
- 2. Food and Nutrition
- 3. Facilities and Maintenance
- 4. Volunteer Services

S. Employees who fail to follow personal appearance and hygiene guidelines may be sent home and directed to return to work in a proper form and are subject to the CHI Health Administration policy, "Corrective Action Policy and Procedure."

T. The "Dress Code" policy will be reviewed annually by Human resources.

## REFERENCES

"[Piercing and Gauge Chart](#)" form

### Attachments

No Attachments

### Approval Signatures

Approver	Date
AMY ANDREASEN: COORDINATOR-HUMAN RESOURCES	12/2018
NANCY WALLACE: DIV SVP CHRO	12/2018
ERIK DECKER: DIV DIRECTOR-TALENT DEVELOPMNT	12/2018



## Applicability

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CHI Health Clinic, CHI Health Laboratory, CUMC-Bergan Mercy, CUMC-University Campus, Good Samaritan, Immanuel, Lakeside, Mercy Corning, Mercy Council Bluffs, Midlands, Missouri Valley, Nebraska Heart, Plainview, Schuyler, St. Elizabeth, St. Francis, St. Mary's, The Physician Network

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