

OREGON STATE HOSPITAL

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.017

SUBJECT: DRESS CODE FOR HEALTH CARE PERSONNEL (HCP)

POINT PERSON: HUMAN RESOURCES MANAGER

**APPROVED: DOLORES MATTEUCCI
SUPERINTENDENT**

DATE: JUNE 8, 2018

I. POLICY

- A. Oregon State Hospital (OSH) health care personnel (HCP) must convey a tone of respect and professionalism, whether in contact with patients, fellow HCP, or other members of the public. HCP must present a clean, neat, and professional appearance to those persons served and to fellow HCP. This policy applies to HCP in patient care areas and non-patient care areas of OSH.
- B. Clothing must be appropriate, clean, neat, and in good repair.
 - 1. Camouflage or military-type clothing may not be worn.
 - 2. Clothing that is patched, torn, cut off, or un-hemmed may not be worn.
 - 3. HCP are discouraged from wearing clothing with printed words or pictures except for small factory logos (including the OSH logo).
 - a. If clothing is worn with pictures or words, the pictures or words must be appropriate to the workplace, and may not be offensive to patients, HCP, or the general public.
 - b. No clothing may be worn with words or logos relating to alcohol, tobacco products, drugs, vulgarity, violence, bigotry, sexual connotations, or those containing allusion to the items listed above.
- C. Clothing must be discreet and respectful of patients and other HCP, and be appropriate for the work performed.
 - 1. Clothing may not be provocative. Clothing that is see-through, skin-tight, low cut, or that exposes undergarments, back, midriff, or thighs at any time (*i.e.*, while sitting, standing, or bending over) may not be worn.
 - 2. The outer shirt layer may not consist of tank tops (including spaghetti straps), halter tops, crop tops, muscle shirts, T-shirts with sleeves cut off, or undershirts without a covering shirt.

3. Short skirts which rise higher than mid-thigh when sitting or standing may not be worn.
 4. Leggings may only be worn if a mid-thigh length outer layer such as a tunic or skirt is worn over the leggings. Sweatpants or jeans with holes may not be worn.
 5. Shorts may only be worn by select categories of HCP listed in Appendix A participating in direct-care activities (*e.g.*, patient outings, patient events and activities) Shorts must:
 - a. be knee length and may not rise more than two inches above the knee when seated;
 - b. be hemmed (*i.e.*, may not be cut-off pants); and
 - c. present professional appearance (*i.e.*, may not be athletic shorts with elastic or drawstring tops).
- D. Clothing, including accessories, must be appropriate to the work assignment and environment. Clothing and accessories should provide for ease of movement and protection from avoidable risk of injury.
1. HCP accompanying patients on picnics or outdoor activities, or HCP conducting structured programs such as fitness, aerobics, or intramural sports may wear clothing appropriate to the occasion with supervisor pre-approval, and only during the event.
 2. Uniforms are required only in designated departments where more specific clothing requirements are appropriate (*i.e.*, Food and Nutrition Services).
 3. Hats or other head coverings which obstruct facial features may not be worn indoors except as appropriate for health, safety, religious, or worksite reasons, or for a uniform (*i.e.*, Food and Nutrition Services).
 4. Jewelry that constitutes a safety hazard may not be worn, including, but not limited to long, looped necklaces or choker necklaces.
 5. Shoes must be worn at all times and be appropriate to the work environment.
 - a. HCP in patient care areas must wear lightweight, soft-sole shoes that have a closed toe and a strap or heel covering.
 - b. Hard-soled shoes and boots may only be worn in designated work environments where there is risk of injury, or as approved for health and safety reasons based on a person's assigned duties.
 - c. Open-toed shoes, shoes with soles or heels above three inches, clogs with open backs, or sandals with open toes may not be worn in patient care areas or in non-patient care areas where the employee is at risk of dropping heavy items on feet or exposing feet to hazardous substances.
- E. More restrictive clothing requirements and personal protective equipment may be adopted as necessary due to safety and other needs of the workplace.

- F. The State of Oregon is not responsible for damage to employee clothing, jewelry, or other personal belongings.
 - 1. OSH is not responsible for repair or replacement of valuable jewelry or clothing damaged while the HCP is on duty.
 - 2. Under special circumstances, OSH may consider claims according to current Collective Bargaining Agreements and OSH Policy and Procedure 8.034, "Payment of Staff Personal Property Claims".
- G. Exceptions to this policy may be temporarily approved by the Superintendent or designee.
- H. A HCP who fails to comply with this policy or related procedures may be subject to disciplinary action, up to and including dismissal.

II. DEFINITIONS

- A. "Health care personnel (HCP)" for the purposes of this policy means the population of health care workers working in the OSH healthcare setting. HCP might include, but is not limited to: physicians, nurses, nursing assistants, therapists, technicians, dental personnel, pharmacists, laboratory personnel, students and volunteers, trainees, contractual staff not employed by the facility, and persons not directly involved in patient care (*e.g.*, clerical, dietary, housekeeping, maintenance).
- B. "Leggings" in this policy includes but is not limited to any tight-fitting stretch pants such as exercise pants, leggings, or tights.
- C. "Patient-care area" for the purpose of this policy means any portion of the facility wherein a patient is intended to be examined or treated.

III. PROCEDURES

- A. Each supervisor must monitor HCP clothing compliance with this policy.
- B. A HCP is encouraged to discuss clothing appropriateness with the HCP's direct supervisor.
- C. Conflicts involving the interpretation of this policy may be resolved by the HCP's direct supervisor or by another manager as approved by the department or program director.
- D. Ethnic or cultural attire which may conflict with this policy must be reviewed and approved by the immediate supervisor, in consultation with the Office of Human Resources, prior to the HCP having direct patient contact.
- E. If the supervisor determines that guidelines established in the policy are not followed, the supervisor must consult with the Office of Human Resources to determine appropriate action (*e.g.*, whether to send the HCP home to change). Time usage under these circumstances must be charged in accordance with Collective Bargaining Agreements or as directed by Human Resources.

IV. ATTACHMENTS

Attachment A List of HCP Permitted to Wear Shorts

Health care personnel (HCP) listed below are permitted to wear shorts as indicated in Oregon State Hospital Policy and Procedure 5.017, "Dress Code for HCP":

- Custodians
- Habilitative training technicians
- Licensed practical nurses
- Mental health therapists
- Peer Recovery Specialists
- Registered nurses
- Security transporters
- Treatment mall staff, including only:
 - Art therapists
 - Employment specialists
 - Institutional teachers
 - Manual arts instructors
 - Mental health therapists
 - Music therapists
 - Occupational therapists
 - Certified occupational therapy assistants
 - Recreational therapists
 - Registered nurses
 - Rehabilitation industries representatives
 - Rehabilitation therapists