

<b>POLICY AND PROCEDURE</b>	
<b>SUBJECT/TITLE:</b>	Appendix A.7 Dress Code Policy
<b>SCOPE:</b>	Columbus Public Health, all Staff
<b>CONTACT PERSON &amp; DIVISION:</b>	Kevin Williams, Human Resources Officer, Administration
<b>ORIGINAL DATE ADOPTED:</b>	10/24/2011
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**PURPOSE**

The intent of this document is to:

1. Promote a professional and business-like appearance and atmosphere to our clients, patients, and customers by implementing a dress code policy that reflects the values and image that the City of Columbus and Columbus Public Health desires.
2. Provide an easy method for our clients, patients, and customers in clinical settings to identify clinical staff roles for more efficient and heightened customer service.

**POLICY**

All employees are expected to present a clean, neat, business-appropriate appearance when representing the City of Columbus and Columbus Public Health and to adhere to the following principles and requirements when dressing for the workday.

**BACKGROUND**

Employees' appearance reflects directly on the image of the City and Columbus Public Health. Consequently, this dress code policy promotes a professional and business-like appearance for employees.

The areas of this policy that address clinical staff are written to provide patients and other members of the public, our customers, with a method to identify clinical staff roles for patient safety and more efficient and heightened customer service.

Clothing and other articles utilized for personal protective equipment (PPE) for employee safety are recognized as possible exceptions to this policy, but are not specifically identified within this policy. Identification, maintenance, care, and use of PPE are addressed within specific safety policies and job safety analysis documents.

**GLOSSARY OF TERMS**

N/A

## PROCEDURES & STANDARD OPERATING GUIDELINES

### I. **Clothing**

All clothing should be clean, in good repair, and reflect positively on the City of Columbus and its workforce. Employees should not wear clothing that could be offensive to the public or other employees.

#### A. **Appropriate Clothing:**

1. Casual slacks, dress pants, business suits, pant suits, sport jackets, gauchos and capris (knee length or longer).
2. Casual or dress shirts (ties optional), golf/polo shirts, blouses, sweaters, and turtlenecks
3. Casual dresses, skirts and split skirts of an acceptable length
4. Loafers, boots, flats, heels, dress sandals, and deck shoes.

#### B. **Prohibited Clothing, unless otherwise permitted as described in this policy:**

1. Clothing that is provocative or revealing such as halter-tops, tops with bare shoulders, spaghetti straps, strapless, excessively low cut, backless or that reveals the midriff, tube tops, micro-skirts, or mini-skirts that reveal the upper half of the thigh when seated, etc.
2. Clothing meant for leisure such as jeans of any color, jogging or wind suits, sweat pants, shorts, bib overalls, leggings, spandex, tank tops, sweatshirts, T-shirts of any color that is of an undershirt design, with or without pockets, unless worn under another shirt, blouse, jacket or jumper, etc.
3. Clothing with large lettering, logos, (except clothing brand name logos, such as *Dockers*, *Chaps*, etc. and logos related to the City of Columbus, Columbus Public Health, or professional associations with a nexus to the City of Columbus or Columbus Public Health), or clothing or accessories containing messages or illustrations that may be offensive, controversial, political or contrary to the mission and/or professional image of the Department.
4. Athletic and tennis shoes, thongs, flip flops, crocks, hiking boots, and slippers.
5. Hats and other headwear, when worn indoors that has no professional, medical, religious, or safety use.

#### C. **Clinical Setting (internal or in the community), Home Visiting, or Direct Observation Therapy**

Subject to supervisory approval in clinic areas or home visiting situations, clinic attire, such as scrubs and athletic/tennis shoes are allowable. Additionally, while working in a clinical setting, which may be internal or in the community, or on a home visiting or direct observation therapy visit on behalf of CPH, with the exception when other personal protective equipment is required by policy or law for safety purposes, upon the issuance from Columbus Public Health, the following requirements will apply:

1. Physicians, Dentists, and Advanced Practice Nurses are to wear a long white laboratory coat with the logo of Columbus Public Health on it so to be easily identified in these classifications by our customers and other CPH personnel.
2. Public Health Nurses and Practical Nurses are to wear a short (over the hips), white laboratory coat or scrub jacket with the logo of Columbus Public Health on it so to be easily identified in these classifications by our customers and other CPH personnel. The Administrator for each program will determine whether Public Health Nurses and Practical Nurses in the respective program will uniformly wear a coat or scrub jacket or be permitted to wear both.
3. Medical Assistants, Disease Intervention Specialists, and Outreach Workers in Clinical Settings are to wear a light blue scrub jacket with the logo of Columbus Public Health on it so to be easily identified in these classifications by our customers and other CPH personnel.
4. Due to the potential exposures to spillage of bodily fluids and chemicals in the laboratory, the Medical Laboratory Manager, Medical Technologist Supervisor, Medical Technologists and any associated staff are to

wear a long white laboratory coat with the logo of Columbus Public Health on it. The lab coat is to be worn at all times while in the clinical setting unless other PPE is required to perform a certain task.

5. Additionally, all employees in classifications listed in Parts I.C.1-4 shall also wear a badge with their first name and the abbreviation of their professional license, registration, or certification with exception that Physicians and Dentists shall be designated as “Dr. (first name, last name)” on the badge. This section provides adherence to Ohio Administrative Code 4723-4-06 requiring all nurses when providing direct patient care to display the applicable title or initials of their licensure.
6. Columbus Public Health will provide to each employee identified in Part I.C.1. and 3. and each part-time employee identified in Part I.C.2. with two clothing articles identified in Part I.C.13; each full time employee identified in Part I.C.2. with 3 articles of clothing identified in Part I.C.2.; and each part-time employee identified in Part I.C.4. with 4 articles of clothing identified in Part I.C.4; and each full time employee identified in Part I.C.4. with 6 articles of clothing identified in Part I.C.4. Columbus Public Health will provide to each employee identified in Part I.C.1-4 with one badge as required to be worn in Part I.C.5. above. If a coat, scrub jacket or badge is damaged while in the act of providing services to the benefit of CPH, CPH will replace that coat, scrub jacket, or badge at no cost to the employee. If a coat, scrub jacket, or badge is lost, or if it is damaged outside of providing services to the benefit of CPH, the coat, scrub jacket, or badge will be replaced at the employee’s cost.
7. Except as specified in this section, all other allowances and prohibitions named in Part I. A and B shall apply.
8. Employees shall be required to return to CPH any laboratory coats, scrub jackets or badges prior to or on his or her last date of employment with CPH.
9. The Public Health Program Manager RN designated with the duties of maintaining continuing education will be charged with administering the distribution and collection of clothing articles and badge described in Part I.C.

#### **D. Field Setting**

Employees who work in the field on a regular or occasional basis should also keep a professional appearance, especially when dealing with the public. Due to the nature of the work, however, subject to supervisory approval, employees may wear clothing appropriate for the activities in which they are engaged, including jeans, T-shirts, tennis shoes, etc. While working in the field employees shall wear all appropriate personal protection equipment (PPE) and use all appropriate safety equipment as deemed necessary by policy and/or safety personnel. Except as specified in this section, all other allowances and prohibitions named in Part I. A and B shall apply.

#### **E. Appearance at Meetings that are Public, Involve Dignitaries, or Other Special Events**

1. If an employee is scheduled to attend a meeting with the public, City or other officials, or the media, the employee’s attire must be professional, business-like, and appropriate for the occasion which may include wearing sports jacket, shirt and tie, dress or business suit as deemed appropriate for attendance at such meeting. Employees participating in dress-down events or casual days must have appropriate attire for such meetings on-hand for potential business meetings.
2. On occasions of special events, Points of Distribution (POD), etc., staff may be required to wear articles of clothing such as a CPH polo shirt, event specific t-shirt, or other event specific clothing article to designate his/her participation on behalf of Columbus Public Health to demonstrate uniformity. These articles will generally be provided by CPH for the event.

#### **F. Dress-Down Events and Casual Days**

On dress-down or casual days, as pre-approved by the Health Commissioner or designee, employees may be permitted to wear jeans (neat and without holes), sports team T-shirts, sweatshirts, and athletic or tennis

shoes. Except as specified in this section, all other allowances and prohibitions named in Part Part I. A and B shall apply.

## **II. Hygiene**

All employees must ensure their personal hygiene habits result in a clean, non-offensive appearance and presence, and that their use or non-use of hygiene or scented products, or other activities such as smoking, vaping, etc. do not create an unpleasant or distracting odor, or present a health risk for others they encounter.

## **III. Haircare and Accessories**

Hair and accessories that present a hazard in equipment operation, public contact, inspection activities, or other operations is prohibited. Generally, hair, sideburns, moustaches, and beards are to be kept in a natural looking color, clean, combed, and neatly trimmed or arranged no matter the length.

## **IV. Fingernails for Specific Positions**

### **A. *Employees Involved in Direct Patient Care/Contact***

1. Fingernails must be kept clean, well groomed and of appropriate length of less than ¼ inch long to be able to perform the duties of their job safely.
2. If fingernail polish is worn, clear polish is preferable and polish cannot be chipped, cracked or peeling.

### **B. *Artificial fingernails or Other Fingernail Augmentations***

Artificial nails or substances or devices applied to natural nails to augment, enhance, or extend the nails is prohibited in cases where it interferes with or causes a hazard to the employee, patient, or public such as for direct patient care/contact, body art facility inspections, or food service inspections.

## **V. Piercings and Body Art**

In order to ensure a professional appearance and proper hygiene and safety, visible body art, tattoos, and body piercings, with exception for earrings, may be ordered covered or in the case of piercings ordered removed by an appointing authority or designee if considered inappropriate. Ear or lip stretchers and piercing implants are not considered appropriate. The cost of any covering will be paid by the employee.

## **VI. Exceptions to the Dress Code Policy**

### **A. *Medical Necessity***

Medical conditions which require clothing items/footwear that otherwise might be considered inappropriate by this policy should be documented with a physician's statement and reported to the department/division Human Resources office in advance of wearing such items.

### **B. *Reasonable Accommodation For Religious Practices***

Hairstyles, clothing, body art, and/or accessories associated with religious practices will be given appropriate consideration for reasonable accommodation based on the nature of the job and supporting documentation.

## **VII. Policy Adherence and Remedies**

- A. If an employee has a question about whether an item of dress is appropriate for work, an inquiry should be made to and approval received from the employee's supervisor or manager before wearing the clothing to work.
- B. If a supervisor deems an employee's appearance or dress to be unsafe or inappropriate, the supervisor will address the situation with the employee.
  1. Depending upon the seriousness of the infraction as determined by management, an employee may be instructed to go home and return to work in more appropriate attire.

2. The employee will be charged vacation or compensatory for any time utilized away from work to remedy the infraction.
3. If the employee is without leave, the time away from work to remedy the infraction will be unpaid.
- C. An employee may be disciplined for flagrant violations of this policy and/or any violations of City Work Rules.
- D. Questions regarding this or any personnel policy should be directed to the employee's department Human Resources office.

**VIII. Ohio Administrative Code 4723-4-06**

- A. At all times when a licensed nurse is providing direct nursing care to a client the licensed nurse shall display the applicable title or initials set forth in division (C) of section 4723.03 of the Revised Code to identify the nurse's relevant licensure as a registered nurse or as a licensed practical nurse.
- B. At all times when a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist is providing direct nursing care to a client, the nurse shall display the applicable title or initials set forth in division (C) of section 4723.03 of the Revised Code to identify relevant approval either as a certified nurse-midwife, certified nurse practitioner, certified registered nurse anesthetist, or clinical nurse specialist.

**CITATIONS**

1. Morbidity and Mortality Weekly Report (MMWR) Guideline for Hand Hygiene in Health-Care Settings, Recommendations regarding fingernail care for persons with direct patient care.

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**APPENDICES**

N/A

**REFERENCE FORMS**

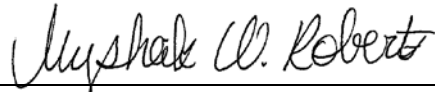
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**SIGNATURES**

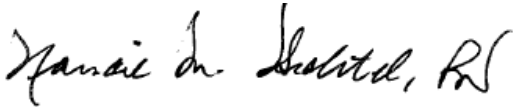
I have reviewed this document and endorse it as an official CPH Policy and Procedure:

  
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11 / 30 / 2018  
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