

NUMBER: 4.4.21**DATE: 01/06/2016****REVISION: 05/16/18; 06/20/18; 10/29/20; 01/01/21; 06/23/21; 01/10/23; 03/08/2023** **PAGE: 1 of 10****SECTION: HUMAN RESOURCES****AREA: EMPLOYEE RELATIONS****SUBJECT: DRESS CODE/APPEARANCE**

PURPOSE

To establish guidelines for University of Arkansas for Medical Sciences (“UAMS”) employees that facilitate the presentation of a professional image to patients, visitors, students, and fellow employees.

SCOPE

All UAMS employees, faculty, staff, vendors, volunteers, non-employee visitors, and contractors.

DEFINITIONS

Uniforms shall mean specific articles of clothing furnished for particular roles within ICE. Uniforms are to be worn during assigned work shifts, such as certain positions in patient transport, housekeeping, hospitality, access coordinators/admissions staff, campus facilities, grounds, and nutrition services.

Restricted Areas shall mean sterile environments (*e.g.*, the operating rooms on the 2nd and 5th floors of the hospital, One Day Surgery, Eye Institute Surgery and sterile processing areas, Psychiatric Research Institute floors 4, 5, and 6, and research areas).

Semi-Restricted Areas shall mean areas adjacent to sterile environments where routinely covering or removing Hospital-Provided, Hospital-Laundered Scrubs is impractical (*e.g.*, staff lounges and call rooms, 2E Satellite Pharmacy, Pre-Op, PACU and Phase Two).

Hospital-Provided, Hospital-Laundered Scrubs shall mean the scrubs UAMS provides to employees who work in Restricted Areas. Hospital-Provided, Hospital-Laundered scrubs are provided only for employees who work in Restricted Areas such as operating rooms, procedural areas and sterile processing. These scrubs must be laundered by UAMS. They shall never be worn outside the hospital except in the area between Cancer Institute and Spine Institute.

Direct Clinical Patient Care Staff shall mean employees serving in roles designated by UAMS ICE Leadership as providing direct patient care. See section [IV.G](#) for a broad listing of categories and associated required scrub colors. Roles may be further defined or assigned by ICE Leadership as needed with the approval of the Dress Code Committee.

POLICY

UAMS employees are expected to maintain a neat, clean, and professional appearance while at work or at a function representing UAMS. As such, UAMS employees are required to adhere to

the dress code associated with their respective position and other applicable requirements.

Managers and supervisors are responsible for enforcing this policy throughout the institution.

Departments may not create or implement a department-specific policy without approval of the Dress Code Committee. Standard disciplinary procedures shall be followed when the dress code is not met, up to and including dismissal. Supervisors may, with approval of their Department Head, send individuals home to change, without pay, if their on-duty appearance violates the Dress Code/Appearance Policy.

PROCEDURE

I. UAMS ID Badges

- A. UAMS ID badges must be worn in an upright, readable position on the outer most layer of clothing.
- B. UAMS ID badges must be worn with a clip or lanyard above the waist so the name, job title, department and picture are clearly visible at all times. Employees coming to work or leaving work in nonbusiness/work attire should not wear a UAMS ID badge until they are dressed in approved clothing for their role. However, UAMS ID badges must be available to present upon request.
- C. UAMS ID badges must not be worn when outside the UAMS campus unless the employee is representing UAMS in an official capacity.
- D. UAMS ID badges are not to be worn when on campus as a visitor.

II. Business Attire

A jacket, suit, sport coat, tie or professional shoes may be required at certain times depending on your work location and the nature of your role. Hosiery and socks are not required in non-clinical areas.

- A. Tops
 - 1. Shirts and blouses must fit properly and be neat, clean, wrinkle free, and in good condition.
 - a. Employees may not wear sleeveless attire unless covered by a jacket, sweater or lab coat.
 - b. **Prohibited:** Sleeveless attire, including but not limited to tank tops, halter tops, tube tops, and spaghetti strap tops if worn as single layer.
 - c. **Prohibited:** Sweatshirts or any other exercise tops.
- B. T-Shirts
 - 1. UAMS Marketing Department designed/approved T-shirts with business attire pants/skirt or scrub pants are permitted.

- a. T-shirts must be in good condition and free of wrinkles.
- b. **Prohibited:** Other logo t-shirts unless prior approval from the manager/supervisor.

C. Pants/Skirts

1. Pants should be (mid-calf or longer) and must be secured at the waist. Skirts/dresses should be 2 inches from the top of the knee or longer. A slit or kick pleat in a dress or skirt must not exceed 5 inches above the middle of the knee.
 - a. Cargo-style pants are permitted **only if allowed** within the uniform of the work area.
 - b. Leggings are permitted **only if** worn with a skirt, dress, or tunic.
 - c. **Prohibited:** Cargo pants, jeans/denim of any color including jean/denim skirts (See II.D.1), sweatpants, gym clothes, yoga pants, scrub pants, sleepwear, leggings if worn as pants, stirrup pants, and stretch pants.
 - d. **Prohibited:** Shorts, including Bermuda shorts, bike shorts, skorts, culottes, or above-the-knee gauchos.

D. Jeans

1. Denim jeans or jean-styled pants may be worn in non-clinical areas **only** when supervisors determine and announce that business attire is not required, **and may be worn only with an official UAMS T-Shirt** (e.g., on Fridays or during emergencies).
 - a. **Prohibited:** Denim jeans or jean-styled pants (blue jeans, white jeans, colored fashion jeans, made with denim, etc.) that are torn, tattered, or contain holes, including clothing purchased in such condition.
2. Denim jeans or jean-styled pants **are not allowed** in patient care areas.

E. Additional Prohibited Attire

1. Offensive slogans, pictures, gestures, profanity or nudity on any item of clothing is not allowed.
2. No holiday-themed attire may be substituted for business attire, Uniforms, or scrub attire as required by this policy unless supervisors determine and announce that normal work attire is not required.

III. Uniforms

- A. Employees required to wear a UAMS-provided Uniform for their job role should wear all pieces of the Uniform at all times. Uniforms should be well-fitting, clean, odor-free, and without rips, tears and missing buttons.
- B. Employees required to wear Uniforms may wear casual attire to and from work. This excludes sleepwear, flip-flops, and tank tops. UAMS ID badges should not be worn unless the employee is dressed in appropriate attire as outlined in this policy.
- C. When an employee leaves a position requiring a UAMS-provided Uniform, the Uniform must be returned in good condition, or cost of the Uniform will be deducted from the employee's pay.

IV. Scrubs

- A. Employees in roles designated as direct patient care must wear scrubs and shall follow the established scrub color guidelines for their role. Piping and decorative trim in contrasting colors are allowed.
- B. A solid white, grey, black or assigned role color crew neck or V-neck undershirt is permitted under scrub tops. Undershirts should not extend past the scrub shirt hem at the bottom. Sleeve length should be shorter than the scrub top sleeve or elbow length or longer.
- C. Scrub jackets and fleece jackets may be worn in black or assigned scrub colors. Licensed personnel may also wear white jackets or white lab coats. Scrub jackets and fleece jackets may be embroidered with the UAMS logo provided by UAMS Communications and Marketing.
- D. Staff attending meetings outside of regular work shifts should wear business attire or scrubs in the employee's assigned role color.
- E. Employees in the UAMS Radiation Oncology Center may wear tops in patterns and other colors on designated pediatric patient days.
- F. Employees who wear or remove hospital provided scrubs outside of approved areas will be in violation of UAMS policy and subject to disciplinary action.
- G. See below for assigned scrub colors.

Role	Scrub Color	Jacket Color
Nurses/Paramedics	Royal Blue	Royal Blue, White, or Black
LIPs (APRNs, MDs, PAs) and Med Students (when in scrubs)	Ceil Blue	White Lab Coat
Lab	Evergreen/Hunter	Evergreen/Hunter, White, or Black
Respiratory	Jade/Teal	Jade/Teal, White, or Black
Unlicensed Techs	Navy	Navy or Black
Dietitians	Purple	Purple, White, or Black
Rehab Services	Wine	Wine, White, or Black
Licensed Techs/Certified Diagnostic Techs	Red	Red, White, or Black
Pharmacy	Charcoal	Black; Charcoal or White
Emergency Dept. Access Staff	Black	Black
Patient Education	Chocolate	Chocolate or Black
Clinical Vendors	Any color not used by the personnel listed here	Any color not used by the personnel listed here

V. Attire in Restricted Clinical Areas

- A. All personnel working in Restricted Areas are to be attired in Hospital-Provided, Hospital-Laundered scrub apparel.
- B. Street clothes (including white clinical coats) are not to be worn within Restricted Areas.
- C. White coats may be worn over the surgical scrubs when leaving the Restricted Area if so desired.
- D. Cloth caps are allowed to be worn in the Restricted Area without the disposable bouffant over them as long as it is a clean/freshly washed cap.
- E. Head covering is to be left in place for the duration of the shift UNLESS soiling has occurred. It should not be routinely removed when leaving the peri-operative area. This is to reduce the dispersal of skin/hair microbial cells onto scrub attire.
- F. Surgical head covering should cover the “near totality” of the scalp hair.
- G. Facial hair should be covered in the near totality through the use of surgical masks, beard covers and or hoods as needed.
- H. No Hospital-Provided, Hospital-Laundered Scrub or cloth caps are allowed outside the facility (either leaving the hospital or coming into the hospital wearing them).
- I. Scrubs suits and dresses are to be snugly tied with no strings dangling.
- J. A low-linting solid white, grey, or black crew neck or V-neck undershirt is permitted under scrub tops. Undershirts should be covered near totality with hospital laundered scrub attire (i.e., shirt, pants, jacket).
- K. If it is necessary to enter a Restricted Area for a short period of time, a jumpsuit must be worn over personal attire. Shoe covers, cap or hood and mask are also required. This applies to non-OR staff, vendors, family members and others.
- L. If it is necessary to leave the perioperative area, masks, and shoe covers shall be removed.
- M. Employees who work in Restricted Areas may wear casual attire to and from the dressing area. This excludes sleepwear, flip-flops, and tank tops. UAMS ID badges should not be worn unless the employee is dressed in appropriate attire as outlined in this policy.
- N. Personal Items
 - 1. Personal jackets, sweaters and other personal attire, backpacks, briefcases, books, magazines, purses, food, and similar items shall not be brought into Restricted Areas unless the following apply in the Operating Rooms:
 - a. Patient care items that are contained in a department provided bag for transport;

- b. Surgeon/Provider briefcase or backpack that is contained in a closed, department provided bag;
- c. Contained item should be stored away from the surgical field;
- d. If the bag becomes soiled or contaminated it will be replaced prior to entering another surgical suite.

O. Masks

- 1. All persons are to wear a high-filtration disposable mask in the presence of sterile field or laser plume.
- 2. The mask is to cover the mouth and nose completely and be secure to prevent venting at the sides.
- 3. Masks are not to be worn hanging around the neck or tucked into a pocket and must be removed when leaving a procedure. A new mask is to be worn for each new patient encounter.

P. Shoe covers and/or designated footwear for Restricted Areas

- 1. Disposable shoe covers should be worn if it is anticipated that contact with blood and body fluids, splashes and spills may occur.
- 2. Knee-high impervious boot style covers should be worn if it is anticipated that there could be a large amount of irrigation fluid use and/or large amount of blood or body fluid loss.
- 3. Shoe covers that are soiled and contaminated, torn or wet should be changed as soon as possible.
- 4. Shoe covers **MUST BE REMOVED** prior to leaving the Semi-Restricted and Restricted Area (no shoe covers should be seen in common, unrestricted areas such as the cafeteria).
- 5. Surgical personnel who wear footwear designated for use **ONLY** in the surgery departments must make sure the footwear is cleaned regularly and is free from contaminants.
 - a. Footwear designated and worn only in the Restricted Area do not have to be covered by disposable shoe covers.
 - b. Designated footwear used without shoe covers should not be worn outside of the Semi-Restricted and Restricted Areas (alternative footwear should be worn in non-restricted, common areas such as the cafeteria and when going to and from the Restricted Area).
 - c. Attending surgeon may request that any person entering the operating room don shoe covers regardless of the use of designated footwear.

Q. Employees who wear or remove hospital provided scrubs outside of approved areas will be in violation of UAMS policy and subject to disciplinary action.

R. Vendors/Contractors who wear or remove hospital provided scrubs outside of approved areas will be in violation of UAMS policy and subject to suspended access to UAMS.

VI. Lab Coats

Lab coats should be well fitting, clean, odor-free, and without rips, tears, and missing buttons.

Lab coats may be embroidered with the UAMS logo and college, service line, or institution name along with the employee's name and title. No other logos or graphics should be visible on lab coats.

VII. Footwear (All Staff)

- A. Staff wearing scrubs and employees who provide direct patient care must wear closed toe shoes, medical shoes, clogs, or tennis shoes (no holes, closed toe). Impervious shoe and boot covers are to be worn when contamination by fluids is anticipated. Shoe covers should be worn only in designated work areas and removed upon leaving the area or when they become contaminated. Hosiery or socks are to be worn by all personnel in Uniform/scrubs.
- B. Staff wearing business attire and Uniforms should wear appropriate shoes. Shoes should be clean and in good condition. Flip-flops (including "dressy"), sport slides, beach shoes, shower shoes, and toe shoes are not allowed.
- C. Certain work areas, including food preparation areas, require shoes made of anon-porous material due to safety regulations. Check with your manager for specific safety requirements for your department.

VIII. Other

- A. Jewelry for employees working in **non-Restricted Areas**
 - 1. Employees may wear jewelry that does not interfere with equipment or expected job duties. Facial piercings including spacers and retainers are not permitted.
 - 2. **Clinical Care:** Employees who provide direct clinical care should not wear earrings larger in diameter than a nickel or earrings that extend more than one inch below the ear lobe.
 - 3. **Food Preparation:** In food preparation areas, employees may not wear jewelry on their hands, fingers, or arms while preparing food, with the exception of a simple wedding band/set, in compliance with Arkansas Health Department regulations.
- B. Jewelry for employees working in **Restricted Areas**
 - 1. Jewelry such as earrings, necklaces, watches, or bracelets that cannot be contained within the surgical attire shall not be worn (rings, bracelets, and watches **may not be worn** when scrubbed, and facial piercings, spacers, or retainers are not permitted).
 - 2. One simple necklace may be worn, provided it is contained within the scrub attire.
 - 3. Non-scrubbed personnel may wear a watch and one ring per hand. A wedding set constitutes one ring.
 - 4. Personnel entering the surgical suite are to have earrings (including studs) confined within the surgical cap.
- C. Eyewear

Sunglasses that prevent your eyes from being seen or hamper interpersonal communication with patients, visitors, and staff are not allowed unless a documented medical exception is obtained

or sunglasses are necessary for expected job duties.

D. Headwear

1. Hats and ball caps **must not** be worn inside buildings on the UAMS Campus **unless** required for specific job functions.
 - a. Exceptions can be made for a recognized religious head covering or for medical reasons, unless it presents a safety or infection-control issue. Bandanas are not permitted.

IX. Personal Grooming

A. Hair

1. Hair should be clean and neat.
2. Bright/extreme hair color which may be distracting to others in the work environment, is not permitted. All hair styles should be neatly maintained and not block another person's vision. Hair ornaments or other must be appropriate for business attire.
3. Appropriate hair confinement should be used in patient care and food service areas where required by law.

B. Facial Hair

1. Mustaches, beards, goatees, and other styles of facial hair are acceptable as long as they are neatly trimmed and are no longer than 1 inch in length.
 - a. Exceptions to the length can be made for non-clinical areas.
2. Facial hair should not prevent proper fit of required protective gear.
3. Food preparation areas must comply with the Arkansas Health Department regulations. Hair and facial hair must be covered or contained at all times.

C. Hair in Restricted Clinical Areas

1. Paper skull caps or personal cloth caps can be worn when close to the totality of hair is covered by it, and only a limited amount of hair on the nape of the neck, or a modest side burn remains uncovered,
2. Cloth skullcaps should be cleaned and changed daily and shall not be worn while entering or exiting the facility.
3. Employees with long hair and/or beards that cannot be contained in a cap and mask are to wear hoods.
4. Head coverings are required at all times, to include bald or shaved heads.

D. Fingernails

1. Clean, well-groomed fingernails are required at all times.
 - a. **Clinical Care:** According to the CDC and the WHO, nothing artificial is allowed on the nails of employees who provide direct clinical care. In direct clinical care areas, this includes artificial nails, gels, shellacs, powders, decals, and other enhancements. Nail length should be reasonable, for expected work duties, and not interfere with employee performing job duties.
 - b. **Non-Clinical Care:** Nail length should be reasonable, for expected work duties, and not interfere with employee performing job duties. When polish is worn, it

must be appropriate for the workplace and a professional appearance maintained.

2. **Exclusions:** Nail polish is not allowed in certain work areas, including food preparation areas, and staff in restricted and Semi-Restricted Areas. This would include OR, ODS, JEI surgical area, L&D, IR, and Cath Lab. **Check with your manager for specific safety requirements for your department.**

E. Hygiene

1. UAMS employees should practice good daily hygiene. Employees who wear scented products should be considerate of others and use products with a mild scent. Employees should not smell of offensive odors, including cigarette smoke;
2. UAMS employees should not chew gum, candy, etc. in the presence of patients and families or in any clinical areas.

X. Body Alteration or Modification

- A. Intentional body alteration or modification for achieving a visible, physical effect that disfigures, deforms, or similarly detracts from a professional image is prohibited. **Examples include, but are not limited to, brands, gauges, tongue splitting, tooth filing, ear lobe expansion, and visible, disfiguring skin implants.**
 1. Facial spacers or retainers are not permitted during work hours. Body jewelry should not be worn under clothing when visible or if it poses a safety risk.
 2. Tattoos that are determined by the manager/supervisor to contain obscene, offensive, or discriminatory images or text or which result in complaints from visitors or staff must be covered.

EXPECTATIONS OF UAMS EMPLOYEES

When arriving for duty, all UAMS employees:

- (i) Should be well groomed;
- (ii) Should wear clothing that fits properly, and is clean, neat and without missing buttons, stains, loose hems, rips or tears including clothing purchased in such condition. Clothing should not appear too tight, too baggy, faded, or in need of repair;
- (iii) Should ensure their torso, cleavage, and shoulders are covered and that all undergarments are not visible.
- (iv) Should wear clothing made of fabrics traditionally acceptable for business, such as wool, cotton, polyester, corduroy, silk, linen, rayon, or blends of these fibers.
- (v) Should avoid wearing clothing made of unacceptable fabrics like spandex, gauze, metallic, sheers, and clinging knits, and clothing with large graphics, logos, styles, and patterns that suggest casual sportswear.

Exceptions to the Dress Code/Appearance Policy

- A. Employee requests for an exception to this policy for medical reasons should be presented in writing to the employee's manager with supporting medical documentation.

- B. Any employee request for an exception to this policy for religious or cultural beliefs and questions regarding the accommodation of such requests should be directed to the employee's manager and/or Division of People & Culture (DPC) Employee Relations.
- C. In the presence of life or death situations, all dress code regulations may be waived.
- D. **STRIVE Summer Program:** Direct patient care employees in this program are allowed the following exceptions to the UAMS dress code:
 - 1. If participating in a scheduled outside activity with the summer program for 4 hours or longer, the employee may wear shorts that are no higher than 2 inches above the knee. Shorts may not be denim of any color.
 - 2. T-shirts with the STRIVE logo, PRI logo, or UAMS logo may be worn.
 - 3. When participating in a swim activity, female staff may wear a one-piece swimsuit with adequate coverage and male staff may wear swimming trunks with a tank top. Once leaving the water, an appropriate cover up must be worn.
 - 4. During the above activities, staff may wear tennis shoes for physical activity or sandals during swim activity.
 - 5. Upon leaving the outside activity, employees must change back into appropriate UAMS dress code compliant dress.
 - 6. When making home visits, even to drop off paperwork, get a signature, etc., employees must be in dress code compliant dress.

REFERENCES

Employee Discipline Policy, UAMS Administrative Guide 4.4.02

Signature:  _____

Date: March 8, 2023