

Status **Active** PolicyStat ID **5560023**



All CentraCare | Complete Site Index  
Refer to Adoption Section of Policy for Applicable Location(s)

Origination 03/2009  
Last Approved 01/2019  
Effective 01/2019  
Last Revised 01/2019  
Next Review 01/2020

Owner Erin Hjort: CCH  
EXEC DIR CCH  
HUMAN  
RESOURCES EX  
  
Area Human  
Resources  
  
Applicability All Locations  
(excluding  
Benson, Clinic-  
SW, Redwood,  
Rice, Willmar  
Surgery)

## Dress Code

### PURPOSE

CentraCare employees, students and affiliated faculty/staff, medical staff members, and contracted staff will present a professional image at all times while working.

### CentraCare adopts the following policy/procedure for:

- CentraCare – Clinic
- CentraCare – Employees
- CentraCare - Long Prairie
- CentraCare – Melrose
- CentraCare – Monticello
- CentraCare – Paynesville
- CentraCare - Plaza Surgery Center
- CentraCare - Sauk Centre
- CentraCare - St. Benedict’s Community
- CentraCare - St. Cloud Hospital

### POLICY

- A. This policy is a minimum guideline. Sites, departments or other divisions within CentraCare must abide by, but are not limited to, the standards set forth in this policy.

- B. CentraCare uniform guidelines are outlined in the addenda within this policy.

## GUIDELINES

- A. General Attire: Must be clean, in good repair, and reflective of professional standards. Consideration must be given to the type of work being performed and the type of interactions expected (e.g. patients, professionals). Examples of attire considered inappropriate in any department include, but are not limited to:
1. Torn, ripped or frayed clothing
  2. Shirts/tops that are sleeveless or expose stomach or back skin
  3. T shirts not worn as under garments
  4. Sweatshirts
  5. Apparel with advertisements (except with CentraCare or related logo)
  6. Apparel with camouflage patterns
  7. Jeans, jogging suits, crop tops or spandex apparel
- B. Footwear: Shoes must be clean, in good repair and be reflective of professional standards. Consideration must be given to the type of work being performed, for example:
1. When there is likelihood of employee contact with blood and body fluids, employees are required to keep feet covered, for example with socks/stockings or shoes without holes.
  2. In departments where there is risk of foot injuries, employees may be required to wear "safety shoes".
  3. Flip flop sandals are considered inappropriate in any department.
- C. ID Badge: Must be worn at all times. Must be clearly visible, worn above waist, and unaltered.
- D. Hair: Must be clean, neatly groomed, non-interfering, and of a natural human hair color. No hair ornaments such as feathers, flowers, or sweatbands.
- E. Hygiene: Must be clean, neat, and non-offensive, with neatly groomed fingernails. See facility-specific Hand Hygiene policy for specific details related to artificial nails. Use of fragrances is not allowed. If wearing make-up, it must be natural and non-excessive.
- F. Jewelry: Rings of no more than 2 per hand. Earrings of no more than 2 per ear. A small nose stud is allowed (no septum or rings). Ear stretched piercings must be replaced by a flesh colored plug. No utility bars or other visible piercings. Jewelry of any kind must not pose a safety concern (physical, infectious, or otherwise).
- G. Chewing gum: No gum chewing in the presence of customers.
- H. Professional appearing split-skirts, capri, and crop pants are allowed.
- I. Dresses, Skirts, or Tops worn with professional appearing leggings: Must be no shorter than 2 inches above the knee but not long enough to touch the floor.
- J. Face coverings: Not allowed.
- K. Hats/Headgear: Not allowed except for on top of head for religious/cultural reasons and other headgear in required areas.
- L. Tattoos that are offensive to patients, co-workers, or visitors or that contain the following must be covered: profanity, nudity, violence, racial reference, alcohol, controlled substances.

- M. Designated "Theme Days" attire may be allowed per Vice President (VP)/ Regional Site Administrator approval, and should be related to health promotion, wellness or disease prevention activities (i.e. breast cancer prevention awareness).
- N. Employees are allowed to wear appropriate casual attire on days they are not scheduled in their work area but are required to be on premise for less than 4 hours. Examples include: staff meetings, education/in-services.

## REFERENCE CITATIONS

Facility specific, no references available.

## ADDENDA

- A. CentraCare Scrub Uniform Guidelines
- B. CentraCare Patient Service Positions Uniform Guidelines
- C. CentraCare Patient Access Positions Uniform Guidelines

COPY

# CentraCare Scrub Uniform Guidelines (Addendum A)

- A. The staff listed below will wear scrub uniforms in the color described below by discipline. Other staff who have >50% direct patient care/contact, may be considered to wear scrubs as their uniform per department/discipline decision.

Discipline Group	Disciplines Included	Color
RN	RN	Black
Nursing Assistant/PCE/MHT	Nursing Assistant, PCE, MHT, Urology Tech, Unit Support, misc. others	Granite
LPN/CMA	LPN, ETC Tech, CMA	Eggplant
EVS	Environmental Services, other similar positions	Wine
Imaging	Imaging Staff, Neurodiagnostic Techs, ECG Techs, ECHO Techs, others	Navy
Therapies	PT, OT, ST, Exercise Physiologists	Royal
Pharmacy	Pharmacists, Pharmacy Techs	Caribbean Blue
Respiratory	Respiratory Therapists, Respiratory Technicians	Dove Grey
Nutrition	Nutritional Services	Hunter
Lab	All lab personnel	Black with Blue Jacket
Breast Center	All Breast Center personnel	Pink
Surgery, Cath Lab, PACU, CSC, etc.	All staff in these environments	Ceil blue
Nursing House Supervisors	Nursing House Supervisors	White
Transcription	Scribes	Galaxy Blue
Home Care/Hospice	Multiple per department specific policy	Teal
Pediatrics	All disciplines with pediatrics as sole patients.	Optional child-friendly top w/scrub bottom color according to discipline

- B. Staff may wear approved brands and styles of uniform as identified on the Uniform Advantage CentraCare website.
- C. Scrub tops, bottoms, and jackets must be a solid color. No pattern, piping colors, lace, etc. are permitted. No different color stitching or additional block coloring. The company brand may have a different color in the form of a tab. This is permitted. No decorative buttons or embellishments are allowed.
- D. Uniform bottoms include pants or skirts of scrub material.

- E. Solid color undershirts may be worn. Shirts may be long sleeve, short sleeve, v-neck, crew neck, or turtleneck.
- F. Hat/headgear must be of a solid color similar to scrub color.
- G. Anything worn over the uniform must be scrub uniform material, such as a scrub uniform jacket. This must be a solid color which matches the uniform. Sweatshirts, fleece jackets, hoodies, etc. are not permitted.
- H. Generally, most short sleeve uniform tops are acceptable. Uniform pants may be elastic or drawstring.
- I. Scrubs may not be altered in their appearance by pinning, rolling, taping, etc.
- J. Uniform bottoms should not drag on the floor.
- K. Shoes should be predominantly a solid color and complement the uniform.
- L. The CentraCare logo is optional.
- M. Uniform styles are displayed on the website. To order uniforms go to:
  1. Centracare.uniformadvantage.com
  2. Temp password: centracare (all lowercase)
  3. From there you will be able to change your password
- N. Approved brands and colors:

#	Uniform Advantage	Cherokee/Dickies	Healing Hands	Barco's Grey's Anatomy	Koi	Wonder Wink
1	Navy	Navy	Navy	Indigo	Navy	Navy
2	Royal	Royal	Royal	Royal	Royal	Royal
3	Wine	Wine	Wine	Wine	N/A	Wine
4	Eggplant	New Eggplant	Eggplant	N/A	N/A	Eggplant
5	Dove/Silver	Grey	N/A	Moonstruck	N/A	N/A
6	Granite/Pewter	Pewter	Pewter	Steel Gray/Titanium	Steel Gray	Pewter
7	Caribbean Blue	Caribbean Blue	Caribbean Blue	Bahama	Deep Sea	Caribbean
8	Hunter Green	Hunter	Hunter	Hunter	Hunter	Hunter
9	Black	Black	Black	Black	Black	Black

# CentraCare Patient Service Positions Uniform Guidelines (Addendum B)

A. A non scrub uniform will be worn by the following positions:

<ul style="list-style-type: none"> <li>• Patient Services Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Health Unit Coordinator</li> </ul>
<ul style="list-style-type: none"> <li>• Receptionist</li> </ul>	<ul style="list-style-type: none"> <li>• Physician Scheduling Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Surgery Scheduling Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Physician Scheduler/Admin Assistant II</li> </ul>
<ul style="list-style-type: none"> <li>• Referral Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Health Information Management Lead</li> </ul>
<ul style="list-style-type: none"> <li>• Pre-Visit Planning Assistant/ Technician</li> </ul>	<ul style="list-style-type: none"> <li>• Receptionist Supervisor</li> </ul>
<ul style="list-style-type: none"> <li>• Scheduling Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Medical Records Clerk</li> </ul>
<ul style="list-style-type: none"> <li>• Patient Advocate</li> </ul>	<ul style="list-style-type: none"> <li>• Renal Assistant</li> </ul>

There may be other positions added. Generally, the guideline is if a position has patient interaction for more than 50% of their responsibility, but not direct patient care, then they are included in this uniform guideline. Note: Patient Access staff have a different uniform.

- B. The uniform will include a dark cobalt blue uniform shirt.
- C. Solid color undershirts may be worn. Shirts may be long sleeve, short sleeve, V-neck, crew neck, or turtleneck
- D. A dark cobalt blue cardigan is optional. The cardigan is not the uniform shirt and cannot be worn without the shirt.
- E. Uniform styles are displayed on the website. To order uniforms go to: [business.landsend.com/store/centracarehealth](https://business.landsend.com/store/centracarehealth)
- F. Black pants or skirt, style chino or dress pants. No yoga, jeans, or leggings. Business or business/casual is required.
- G. The CentraCare Health logo is optional.

# CentraCare Patient Access Uniform Guidelines (Addendum C)

- A. To assist patients in identifying Patient Access/Registration experts taking their personal information, the positions below will wear a professional uniform:
  - 1. Clinic Services Assistant
  - 2. Patient Access Assistant 1, 2, and 3
- B. Patient Access/Registration staff will wear:
  - 1. The designated teal shirt with the CentraCare logo.
  - 2. Black casual/dress pants or skirts per CentraCare standard acceptable length.
  - 3. Black shoes in good repair.
- C. Optional attire includes:
  - 1. A black shirt may be worn under the designated teal shirt.
  - 2. The designated black sweater (can be ordered from CentraNet via the gift shop).
- D. Scarves or other neck garments are not allowed (necklaces acceptable).



## Approval Signatures

Step Description	Approver	Date
CentraCare Executive Council	Brenda Ackerman: EXECUTIVE ASSISTANT TO CEO	01/2019
	Erin Hjort: SR DIR CCH HUMAN RESOURCES	01/2019