


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: All Employees, Volunteers, Students & Physicians	EFFECTIVE DATE: January 22, 2018	POLICY NO.: A-HR1700	PAGE: 1 of 3
TITLE: HOSPITAL-WIDE DRESS CODE				
LAST REVIEWED/REVISED: 10/2017				
ENDORSED: EMC 12/2017				

PURPOSE:

To establish standards of dress for all Hospital employees, physicians, students and volunteers.

POLICY:

All employees, physicians, students and volunteers of the Guam Memorial Hospital Authority are to dress in a manner that presents a professional, neat, and clean image for our patients, their families, and other visitors.

PROCEDURE:

A. Uniforms:

1. Department Managers will notify employees of any requirements for specific types of uniforms to be worn.
2. Department Managers will determine appropriate uniforms to be worn by employees.
3. Employees' uniform must be neat, clean and appropriate for professional work and the image that the Hospital must project to others.

B. General Dress Code: All clothing worn by Hospital employees, physicians, students and volunteers must be neat, clean and appropriate for professional work. Hair styles, clothing and jewelry must conform to the best business and professional standards. Zories, slippers, shorts (including Bermuda shorts), leggings or stretch pants, mini skirts, low cut, bare back, strapless, halter tops, revealing or tight fitting attire are not acceptable. Tank tops, tee-shirts with unprofessional designs or vulgar language imprinted or other unprofessional sayings are not allowed. Blouses, shirts, sweaters, skirts and pants should cover the back and stomach while standing or sitting. Dresses or skirts should be no more than two (2) inches above the knee.

C. Footwear: Where hazards exist in the workplace that could result in a foot injury, or contribute to a hazardous circumstance, appropriate footwear must be worn to protect the employee, physician, student and volunteer.

1. For Direct Patient Care Areas and areas where there are biological, chemical and physical hazards footwear must be:
 - a. Closed toe and closed heel with a solid upper covering (no holes on the top or side of the shoe) and in clean condition
 - b. Low to medium heel (1/2 to 1½ inches)
 - c. Flexible non-slip soft soles
 - d. Must be maintained in good repair
2. For administrative office areas, shoes must be:
 - a. Business professional shoes in good, clean condition including: pumps, flats, dressy sandals, loafers, dressy peep-toe
 - b. Maximum heel height of 3 inches
 - c. Flexible non-slip soles
 - d. Must be maintained in good repair
3. For staff working in Environmental Services, Maintenance, Shipping/Receiving must wear:
 - a. Appropriate footwear based on the hazards and at the discretion of the department supervisor/manager. (29 CFR 1990.132 and 1990.136)

D. Appearance:

1. Hair: Hair should be clean and combed for professional appearance. In patient contact situations, long hair must be controlled to prevent contact with the patient, equipment or supplies.
2. Jewelry: Other than pierced ears, jewelry worn in pierced body parts (e.g., tongue, nose, lips, eyebrows, etc.) is not allowed.
3. Tattoos: Tattoos that consist of nudity, profanity, are racial in nature, or contain offensive graphics or logos are not allowed, and therefore, must be covered (long sleeve shirt, gloves, etc.) so they are not visible or exposed. Employees working in a "clean area" that does not allow long sleeves, gloves, etc., due to infection control, must cover their tattoos when leaving the "clean area."
4. Hickeys (neck bites): Hickeys must be covered.

E. Identification Badge: The Hospital will provide an identification badge for each employee, physician, student and volunteer upon employment. When received, the identification badge is considered as part of the uniform and is to be worn at all times by the employee, physician, student and volunteer when on duty. The identification badge is to be worn on the outside of the clothing and properly displayed at chest high level in plain view.

F. Penalty for Improper Attire: Given our contact with patients and the public, it is imperative that the work attire of all employees, physicians, students and volunteers be appropriate and identifies them as Hospital employees. For this reason, they may be sent home (with loss of pay for time absent from work), or otherwise subjected to progressive

discipline by the Supervisor or Department Manager for reporting to duty in substandard attire.

- G. Reasonable Period of Time for Obtaining Proper Uniform: Each employee is expected to obtain a proper uniform before beginning employment. The employee will be informed of uniform requirements before beginning work and will be given ample time in which to acquire the proper attire. Obtaining the appropriate uniform is considered to be a part of the requirements for employment.
- H. Other: This hospital-wide dress code policy applies to weekends or days off when coming in to attend in-services, meetings or to catch up with work.

RELATED POLICY:

Policy No. 6301-I D-2, Employee Dress and Personal Appearance of the Nursing Services Manual.

REFERENCE:

29 CFR 190.132 and 190.136 of the Occupational Safety and Health Administration.

RESCISSION:

Policy No. A-HR1700, Hospital-Wide Dress Code, of the Administrative Manual made effective February 14, 2017.