

## ANDERSON FREE CLINIC DRESS CODE

Effective September 1, 2011

### I. Purpose:

To convey a professional appearance to patients, visitors, and co-workers. The dress code is not only a matter of professionalism. It is also a matter of safety.

Patients are making first time impressions in the first 30 seconds inside the Anderson Free Clinic office. If they see professionalism, in addition to courteous and quick service, they will be impressed. If the dress code shouts "we don't care what we look like," staff and volunteers won't instill much confidence and respect in our patients.

### II. Policy:

All staff and volunteers working with patients or patients' families or in public areas at the clinic are expected to dress in a professional manner. The Anderson Free Clinic Executive Director with input from department representatives determines the appropriate dress for staff and volunteers, taking into consideration safety and business function of the department. More or less restrictive unit/departmental-specific dress appearance may supersede this policy, after request from Department coordinator is authorized by Executive Director.

There is no dress down day. Casual attire may be worn on Mondays when the Clinic is closed to the public.

### III. Specific Information:

- Identification Badges are worn in clear sight above the waist with name (title when applicable)
- Apparel must be clean, neat, and in good condition.
- Hair should be clean, neatly trimmed, and contained in such a manner that it does not come in contact with the patient or visitors.
- Personnel providing direct patient care must wear impermeable and enclosed-toe shoes which are clean and in good repair.
- If/when staff's clothing or uniform becomes contaminated while on duty with blood, body fluids, or hazardous chemicals, staff and volunteers must exchange their soiled clothing for emergency scrubs available at the clinic. (Safety officer must keep one one-size-fits-all available at all times.)
- For adequate reference to patients only, nursing and allied health personnel should wear lab coats or medical uniforms (scrubs.) Colored jackets may be worn by reception staff.
- Cologne, aftershave, and perfume are not allowed in patient care areas.
- Earrings, necklaces, bracelets and other piercings that impede the employee's work or catch on a patient or equipment may not be worn.
- Fingernails are to be kept clean and well cared for. Artificial and long natural fingernails are not permitted for those providing direct patient care. The definition of artificial fingernails includes, but is not limited to, acrylic nails, all overlays, tips, bondings, extensions, tapes, inlays, and wraps. Nail jewelry is not permitted. Nail polish, if worn, should be well maintained.
- Tattoos that are graphic/disturbing (e.g., displaying violence, drugs, sex, alcohol, tobacco products) must be covered.

### The following are not allowed:

- Faded, torn, ripped or frayed clothing.
- Midriff or off-the-shoulder blouses, sweaters, or dresses.
- Revealing clothing: shorts, leggings (unless fully covered by a top), spaghetti strap/strapless shirts or dresses.
- Graphics or text on clothing that mention in any form political sayings, cigarettes, alcoholic beverages or words that criticize or make fun of religious beliefs, ethnicity, race or disabilities.
- Flip-flops or sandals alike (with no support on the back) if your job requires constant walking within public areas of the clinic.
- Caps bandanas, plastic hair bags/shower caps (particularly worn within buildings) unless for medical conditions or safety purposes or established religious customs.