

The University of Kansas Hospital

Professional Image Standards

Our Personal Hygiene/Grooming Guidelines for All Employees:

- Hair should be clean, and the color should be natural looking. Hair should be neatly styled and pulled away from the face when with patients.
- Facial hair should be neatly styled and groomed.
- Fragrances should be kept to a minimum and may be banned, if necessary, due to allergic reactions.
- Make-up should be natural looking.
- Jewelry should be kept to a minimum, and may be deemed unsafe for certain positions. Non-traditional body piercings/jewelry typically worn on the tongue, lips, eyebrow and nose may not be worn while at work.
- Hands and fingernails should be well groomed. Fingernail polish must be conservative.
- Employees must adhere to the hospital's hand hygiene policy and infection control policies.
- Tattoos are to be covered while at work, if possible, and should not be offensive in nature.
- Dark glasses may not be worn while at work, except for medical reasons.
- Undergarments must be covered/not visible.
- Personal head coverings (unless part of a uniform) are not to be worn while at work.

The effectiveness of this policy relies on employees using their best judgment in matters of personal attire. If you are unsure about the appropriateness of a clothing item, consult with your immediate supervisor before wearing the item. A manager or supervisor may ask an inappropriately dressed employee to clock out and return to work appropriately dressed. These standards are meant to address the minimum requirements for hospital employees. Your department director reserves the right to determine additional standards based upon individual position requirements. Requests for accommodations for medical or religious reasons should be addressed to your supervisor. Questions regarding this policy should be addressed to your supervisor or Hospital Human Resources/Employee Relations.



THE UNIVERSITY OF KANSAS HOSPITAL

THE UNIVERSITY OF KANSAS HOSPITAL

Attire Guidelines

The University of Kansas Hospital Professional Image Standards

At The University of Kansas Hospital, our priorities are high quality patient care and patient safety. Every day, how we speak, act and dress makes impressions on our patients, their families and visitors. Our overall image of professionalism conveys a message of respect, credibility and quality of care to all who come in contact with our hospital.

Standards

Our employees should exhibit a courteous, conscientious and professional manner in the workplace. Our attire standards ensure that we meet and exceed safety and infection control guidelines, and apply to all employees, all shifts, all sites and all places where we represent the hospital (e.g., meetings, seminars, etc.). As we are a tobacco-free campus, employee clothing and breath must not smell like smoke. Repeated violations of these standards may result in corrective actions up to and including termination of employment.

Each employee is required to wear a hospital ID badge above his or her waist.



As you learn in safety training during orientation, staff members are separated into three groups depending on their level of patient contact.

Category 1 employees are those with reasonably anticipated contact with blood and body fluids during the performance of their jobs.

Category 2 employees are those with infrequent contact with blood and body fluids.

Category 3 employees are those who have little to no risk of exposure to blood and body fluids.

Consult with your supervisor if you are unsure which category applies to your job.

Uniformed employees and/or Category 1 & 2 employees may not wear:

- Worn, torn, soiled or wrinkled uniforms and/or shoes
- Uniforms or scrubs from other facilities
- Improperly fitting clothing (too loose, tight or revealing)
- Sweatshirts, fleece or flannel, including zip-front styles
- Team jackets, athletic attire or T-shirts of any style
- Jeans/denim of any color or style, scrubs of another fabric resembling denim
- Camouflage-patterned scrubs
- Clothing that promotes or endorses brand products (e.g., beverages, cars, pharmaceuticals, etc.)
- Clothing/uniforms with messages or slogans
- Fingernails more than 1/4-inch long, chipped nail polish, nail jewelry or artificial fingernails of any kind, including but not limited to tips, overlays, wraps, extenders and press-on nails

Uniformed employees and/or Category 1 & 2 employees must wear:

- Closed-toe shoes
- Socks or hose
- Clean and unwrinkled uniforms/scrubs
- Shirrtails tucked in (Smock tops are OK if pre-approved as part of uniform.)
- Appropriate shoes (Athletic shoes are OK upon manager approval.)
- Appropriate undergarments

Uniformed employees and/or Category 1 & 2 employees may wear (with manager's approval):

- Collared, hospital-approved logo shirts, collared polo shirts
- Knit shirts
- Crocs™ that have a back strap or are a full shoe that protects the front, back and top of the foot

Non-uniformed employees and/or Category 3 employees may not wear:

- Worn, torn, soiled or wrinkled clothing and/or shoes
- Camouflage-patterned clothing of any kind
- Sweatshirts, fleece or flannel, including zip-front styles
- Team jackets, athletic attire or T-shirts of any style
- Blue denim or other fabric resembling denim
- Clothing that promotes or endorses brand products (e.g., beverages, cars, pharmaceuticals, etc.)
- Midriff-baring tops, see-through tops, tank tops, halter tops or lace camisoles
- Shorts or skorts
- Sweatpants, stretch pants, overalls or cargo pants
- Skirts more than 4 inches above the knee
- Athletic shoes or flip-flops
- Clothing that does not fit properly (too loose, tight or revealing)

Non-uniformed employees and/or Category 3 employees may wear in addition to normal professional attire:

- Dress shirts (ties are recommended)
- Button-down blouses
- Sweaters and cardigans
- Collared, hospital-approved logo shirts, collared polo shirts
- Knit tops
- Khaki, corduroy and cotton pants
- Appropriate shoes for business (e.g., mid-heels, dress sandals or flats for women, loafers for men)
- Dress capri pants that are mid-calf length or longer
- Hosiery is optional for women