

**DISTRICT 2 PUBLIC HEALTH
DRESS CODE
POLICY # 167**

PURPOSE:

To delineate the dress code standards and requirements for District 2 Public Health employees.

Your personal appearance is as important to our clients as it is to you. Simplicity in dress and a **NEAT, PROFESSIONAL, SAFE** appearance will create respect and confidence on the part of everyone. Nothing should interfere with safe practices, especially safe medical practices. Our clients should remember the services they received and the competence of the person delivering the service, not our "outfits" or "accessories". As a representative for Public Health and the community, you should create an atmosphere of respect and professionalism through your attire.

SCRUBS

- Uniforms (tops/bottoms) should coordinate.
- The traditional Public Health uniform can be worn: navy blue and white or blue and white pin stripes.
- Conservative scrubs may be worn.
- General shoe guidelines must be followed (see below). In addition, shoes should be 90% white or must coordinate in color with uniform.

TOPS

- Tops should be presentable to the public. No low cut or revealing necklines.
- Ties are not required for men. Men should wear collared shirts.
- No T-shirts allowed.
- If street clothes are worn in the clinic, lab coats must be worn at all times except when the official District shirt is worn.

PANTS/SKIRTS

- Pants or Capris (mid-calf length) should be of reasonable length and not tight fitting. Jeans, baggy or casual exercise wear, or sweat pants are not allowed. Shorts are not allowed.
- Skirts and dresses are permitted if they are of reasonable fit, and no shorter than 2 inches above the knee. (They may be longer than knee length.)

SHOES

- Shoes should be conservative in style, suitable for walking and standing. Canvas style shoes are acceptable. Opened toes shoes are not acceptable in the health department clinics or in the field. Shoes worn in clinic must conform to infection control guidelines. Shoes such as Crocs may not meet these guidelines.

DRESS-DOWN DAYS

The County Leadership Team will determine participation in "dress-down" days. The only approved days are:

- Every Friday **AND/OR**
- Pay-day—last working day of each month **AND/OR**
- Special events
 - Some health departments choose to participate in projects to raise money for charitable causes by selling dress-down stickers for any day or days of the week. This is also appropriate and may be continued instead of participating in "free" dress down days.

Appropriate dress-down attire:

- Jeans should be presentable to the public. They should not be worn out, have holes, or be fringed. They should be of appropriate length.
- **REMEMBER:** Any time you are providing patient care while "dressing down", lab coats must be worn at all times.
- Sweat pants and sweat suits are not appropriate.

IDENTIFICATION

The District Office supplies each employee with a nametag. This should be on the person at all times during work hours. It must be worn on or above waist so that badge is visible at all times.

ADORNMENTS

- Jewelry should be conservative in nature. No dangling bracelets or necklaces which could interfere with safety or infection control guidelines.
- Visible body art should be conservative.

GROOMING

- Hair ornaments should be conservative. No "neon" hair coloring. Hair should be clean, dry, (or if damp, not dripping) and maintained in a professional style. Vision should not be obscured.
- Nail tips should be less than ¼" in length when working in the clinic. Artificial and acrylic nails are discouraged for all clinical staff.
- Appropriate foundation/undergarments are required.

ENVIRONMENTAL HEALTH

- The street attire rules for tops and pants are to be followed.
- Shorts are not allowed. This applies to males and females. Jeans are the appropriate apparel for staff whose position takes them into the "field" for land

use inspections. These jeans must be in good repair and present a neat appearance. Opened toed shoes are not appropriate in this setting.

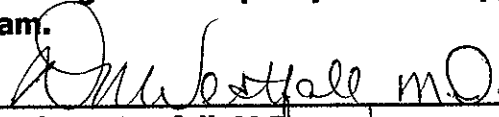
ALL SUPERVISORS ARE RESPONSIBLE FOR MONITORING STAFF TO ENSURE COMPLIANCE. IF A SUPERVISOR DETERMINES THAT THE WORK ATTIRE IS INAPPROPRIATE, YOU WILL BE SENT HOME TO CHANGE. ANNUAL LEAVE MUST BE TAKEN FOR A REASONABLE PERIOD OF TIME TO ACCOMPLISH THIS. RETURN TO WORK IS EXPECTED.

Staff who travel will be allowed to follow the District Dress Code.

Should you need an exception to this policy, the following is required:

- **Notify your supervisor in writing of the exception and the reason for it.**
- **If you are a clinical worker and your supervisor is not the County Nurse Manager, your supervisor must consult the County Nurse Manager.**
- **County Nurse Managers, Lead Environmentalists, District Supervisors, etc. may consult District Management as appropriate.**
- **Your supervisor will give you a written response to the exception within 5 business days.**

All changes to this policy must be approved by the District Management Team.



David N. Westfall, M.D.
District Health Director
DHR Health District 2

HALL COUNTY HEALTH DEPARTMENT UNIFORM POLICY

The Hall County Health Department will follow the District 2 Public Health Dress Code Policy with provisions made specifically for Hall County. Provisions are as follows:

All employees with the exception of Physicians, Dentist and Nurse Practitioner's must wear conservative fashion scrubs. Physicians, Dentist and Nurse Practitioner's may wear scrubs or a lab coat over professional street clothes with professional designation clearly visible at all times. Payroll deductions for purchase of uniforms are not permitted.

The following are considered to be appropriate for working at the Hall County Health Department:

- Solid and/or print uniform scrubs may be worn. Uniform scrubs must be clean and in good appearance
- White lab coats and/or smocks
- Uniform cardigans that are the length of the top or below and must coordinate with the uniform
- Uniform-compliant shirts/tops that fully cover undergarments and are not revealing
- Non-uniform shirts/tops such as crew-neck T-shirts, V-neck, Polo, and turtleneck shirts (should be covered by smock or lab coat (advertising logo shirts are not acceptable)
- Crocs may be worn as long as they do not have holes in them and they must coordinate in color with uniform. Navy blue and black sneakers are acceptable if they coordinate in color with uniform. Sling-back styles are acceptable. Shoes must be neat and in good appearance. Must have soles no higher than 1-½ inches. Should be safe and appropriate for work settings.
- Socks/hose must be worn at all times
- Patterned/bright colored socks or hose are not acceptable
- Cargo pants may be worn; pants may not be rolled up
- Capri uniform pants are not acceptable
- Carpenter pants may be worn, but can not be baggy
- Uniform scrub skirts, split skirts and culottes at or below the knee
- Personal hygiene shall be maintained with no offensive body/mouth odors
- Ribbons/scarves worn on the hair are acceptable if in uniform colors
- Perfumes that may be offensive to coworkers or clients are not acceptable
- Undergarments must be worn at all times and not visible

An employee may make a uniform or have one made if the above guidelines are met.

Special events may be announced when it will be acceptable to wear clothing other than uniforms. Such events are the major holidays that are observed by the Health Department or the State.

Every Friday we will have a "Dress Down" option with a fee of \$1.00. Employee must pay dress down fee in full in administration upon arriving at work. The supervisor collecting money has the authority to send an employee home when the employee has not followed the dress down policy. The following options are acceptable: business casual, dress pants, jeans, ankle length pants, dresses, pantsuits, denim skirts, jumpers, conservative blouses/shirts, Capris (can not be more than 5 inches above ankle bone). Socks and hose must be worn at all times. On special event days or dress down days a lab coat, smock or uniform cardigan must be worn over clothing when in the clinical areas where patients may be encountered.

The nurse manager and supervisors are responsible for employees' adherence to this policy. If an employee is inappropriately dressed, he/she will be required to go home and change; annual leave or, for temporary employees, time without pay must be taken for the amount of time away from work.

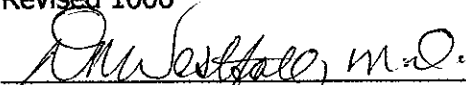
Supervisors will be responsible for:

- Maintaining communication with all employees regarding issues related to uniforms and dress code
- Dealing promptly with requests for exceptions or changes to uniform policy (medical needs, making uniforms, making changes, etc.) and notifying the nurse manager of any exceptions approved
- Bringing uniform/dress code problems to the attention of the employee and nurse manager
- Making recommendations for changes to the nurse manager

Should you need an exception to this policy, the following is required:

- Notify your supervisor in writing of the exception and the reason for it
- The supervisor will consult County Nurse Manager. A written response of the exception will be given to the supervisor and employee within 5 business days.

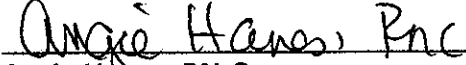
Uniform 0901
Revised 0303
Revised 0604
Revised 0405
Revised 1006



David N. Westfall, MD, CPE

12/7/06

Date



Angie Hayes, RN-C

12/7/06

Date



Alan L. Satterfield, RN

12-7-06

Date