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**Owner:** Erin Hjort: SR DIR CCH  
HUMAN RESOURCES  
**Area:** Human Resources  
**Regulatory Tags:**  
**Applicability:** Systemwide

## Dress Code

### PURPOSE

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

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

*CentraCare Health - Employees*  
*CentraCare Clinic*  
*CentraCare Health - Long Prairie*  
*CentraCare Health - Melrose*  
*CentraCare Health - Monticello*  
*CentraCare Health - Paynesville*  
*CentraCare Health - Sauk Centre*  
*St. Cloud Hospital*  
*St. Benedict's Senior Community*  
*St. Benedict's Therapy Suites - Sartell*  
*CentraCare Surgery Center*  
*Monticello Surgery Center*

### POLICY

- A. This policy is a minimum guideline. Sites, departments or other divisions within CentraCare Health must abide by, but are not limited to, the standards set forth in this policy.
- B. CCH 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 CCH 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 post 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. CCH Scrub Uniform Guidelines
- B. CCH Patient Service Positions Uniform Guidelines
- C. CCH Patient Access Positions Uniform Guidelines

COPY

## CCH 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 Health 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 Health 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

## CCH Patient Service Positions Uniform Guidelines (Addendum B)

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

◦ Patient Services Assistant	◦ Health Unit Coordinator
◦ Receptionist	◦ Physician Scheduling Assistant
◦ Surgery Scheduling Assistant	◦ Physician Scheduler/Admin Assistant II
◦ Referral Assistant	◦ Health Information Management Lead
◦ Pre-Visit Planning Assistant/ Technician	◦ Receptionist Supervisor
◦ Scheduling Assistant	◦ Medical Records Clerk
◦ Patient Advocate	◦ Renal Assistant

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](http://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.

## CCH 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:

- Clinic Services Assistant
- Patient Access Assistant 1, 2, and 3

A. Patient Access/Registration staff will wear:

1. The designated teal shirt with the CentraCare logo.
2. Black casual/dress pants or skirts per CCH standard acceptable length.
3. Black shoes in good repair.

B. 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).

C. Scarves or other neck garments are not allowed (necklaces acceptable).

Disclaimer: The policies, guidelines and procedures posted on PolicyStat or other internal storage systems are for internal use only. They may not be copied by independent companies or organizations that have access to documents, as CentraCare cannot guarantee the relevance of these documents to external entities.

### Attachments

No Attachments

### 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

### Applicability

CentraCare - Clinic, CentraCare - Employees, CentraCare - Long Prairie, CentraCare - Melrose, CentraCare - Monticello, CentraCare - Paynesville, CentraCare - Plaza Surgery Center, CentraCare - Sartell Therapy Suites, CentraCare - Sauk Centre, CentraCare - St. Benedict's Community, CentraCare - St. Cloud Hospital