

TITLE: DRESS AND PERSONAL APPEARANCE

PURPOSE: To provide the guiding principles for appropriate dress and grooming, supporting a professional healthcare environment and workplace.

POLICY STATEMENT:

The appearance of Harris Health System's (Harris Health) Workforce is a direct reflection to our patients of the professional and safe care that we provide. This policy provides guidance as to acceptable attire and professional grooming standards, which promote safety, infection prevention, and patient-centered care.

POLICY ELABORATIONS:

I. DEFINITIONS:

- A. **BUSINESS PROFESSIONAL ATTIRE:** Clothing worn in a traditional professional workplace. For men, Business Professional consists of a suit, dress shirt, dress shoes and tie or a sport jacket, dress slacks, dress shirt, and tie. For women, Business Professional consists of a skirt/pant suit, blouse, and dress shoes or a business dress and dress shoes. All clothing shall be clean, wrinkle-free, not revealing and fit appropriately. Generally, Harris Health executives (Vice President, Associate Administrator, and above) are expected to wear Business Professional Attire.
- B. **BUSINESS CASUAL ATTIRE:** Clothing allowed in a more relaxed office environment. For men, Business Casual consists of khaki or dress slacks, a collared shirt, and dress shoes. For women, Business Casual consists of khaki or dress slacks/skirt, a blouse/collared shirt/sweater set, and dress shoes or a business dress and dress shoes. All clothing must be clean, wrinkle-free, not revealing and fit appropriately. Generally, Harris Health Workforce members who are not executives and not required to wear Harris Health Uniforms or Scrubs are expected to wear Business Casual Attire.
- C. **DENIM CLOTHING:** Any item of clothing made from denim material of any color, including jeans, shirts, jackets, dresses, and skirts.

- D. **OFF SITE IT EQUIPMENT USE BADGE CARD:** Any Harris Health approved location different from the employee's primary office setting. Includes laptops, personal digital assistants (PDAs), and other approved equipment.
- E. **NON-PATIENT CARE LOCATION:** Harris Health building in which patient care is not provided.
- F. **PATIENT CARE LOCATION:** A Harris Health building in which patient care is provided.
- G. **PERSONAL JOB AIDE:** A sign, worksheet, or other object which includes diagrams or a brief summary of instructions, such as a checklist. Designed to reduce avoidable mistakes by helping a person remember what to do, or be sure they have completed all steps required.
- H. **REFERENCE MATERIAL:** Various sources that provide background information or quick facts on any given topic.
- I. **UNIFORMS:** A prescribed outfit that certain employees must wear each day, which typically includes Harris Health polo or dress shirt, khaki or dress pants, and dress shoes. Departmental leadership determines which employee jobs/positions wear Uniforms.
- J. **SCRUBS:** A medical uniform that generally consists of a short-sleeved, collarless shirt and drawstring pants. Only approved jobs/positions may wear scrubs at Harris Health System. Employees who are authorized to wear scrubs must wear the approved color for their job/position.
- K. **WORKFORCE:** Employees (permanent or temporary), volunteers, trainees, and other persons whose conduct, in the performance of work for Harris Health, is under the direct control of Harris Health, whether or not they are paid by Harris Health.

II. GENERAL PROVISIONS – HYGIENE AND ACCESSORIES

- A. All Harris Health Workforce members must report to work appropriately groomed for the performance of their job duties. Members of Harris Health management are responsible for communicating and monitoring the standards for personal hygiene and grooming.
- B. Workforce members must practice good personal hygiene, which includes presenting to work with clean hair and nails.
- C. Workforce members may wear jewelry while at work, provided that the jewelry does not interfere with the work being performed.
- D. Workforce members shall report to work with clean and well-groomed hair, which is styled in a manner that does not interfere with the work being performed. Hair accessories may be worn provided they do not interfere with the work being performed.
- E. Workforce members shall have clean, well-manicured fingernails. The length of fingernails should not interfere with the ability to perform the job.
- F. Workforce members may wear cologne, perfume, aftershave, and make-up, provided that the amount is not excessive and does not interfere with the work being performed by others.
- G. Hats may not be worn unless it is an official part of the Harris Health uniform. Headscarves may be worn provided that they do not interfere with the work being performed.
- H. Workforce members must wear their Harris Health identification badge while working. The badge shall be displayed prominently upon the person, no lower than six (6) inches below the shoulders. The badges shall be clipped to the Workforce member's attire. Lanyards may not be used to display the identification badge. A Workforce member who reports to work without an identification badge shall obtain a temporary badge from Harris Health Security.

- I. A Workforce member may wear earbuds, Bluetooth devices, or headphones if the device is needed to perform work or complete on-line training. These devices are not allowed at work for non-work activities.

III. GENERAL PROVISIONS – CLOTHING:

- A. All Harris Health Workforce members must dress professionally and appropriately for the performance of their job duties. Depending on the job being performed, the Workforce member will be required to wear either Business Professional Attire, Business Casual Attire, Harris Health Uniform, or Scrubs. Members of Harris Health management are responsible for communicating and monitoring the standards for appropriate attire while at work.
- B. Workforce members must wear attire that is clean and wrinkle-free while at work. Workforce members shall wear attire that fits appropriately for the work being performed and does not interfere with the work being performed.
- C. Workforce members shall wear appropriate undergarments, which shall not be visible while working. Workplace attire shall ensure that no part of the midriff is exposed while working.
- D. Workforce members shall wear attire that projects a professional image. Workforce members who are not subject to a departmental Uniform or Scrubs may wear appropriate Business Professional Attire or Business Casual Attire, as directed by their supervisors.
- E. Workforce members who wear Harris Health Uniforms shall wear the uniform as issued without alterations unless approved by their supervisor. Workforce members shall comply with departmental specifications regarding the type and color of the uniform.
- F. Workforce members may only wear scrubs in designated positions and departments. A Workforce member who has been designated to wear scrubs shall comply with the departmental specifications regarding type and color.
- G. Workforce members may not wear Denim in Patient Care Locations unless the Denim is a part of their Harris Health Uniform.

- H. Workforce members may wear Denim on Fridays in Non-Patient Care Locations. A Workforce member who is traveling to a Patient Care Location must dress appropriately for that location.
- I. Workforce members must wear shoes that conform to established safety and infection prevention standards. Workforce members in patient care locations should wear closed-toe shoes that promote a quiet environment. Flip-flops are not appropriate footwear for Workforce members at any Harris Health locations.
- J. Workforce members may wear logos of affiliated health care providers when working at Harris Health through the affiliation agreement. Workforce members should not wear logos of non-affiliated healthcare providers.
- K. A Workforce member wearing any clothing or accessory that identifies him/her as part of Harris Health's Workforce shall conform to the dress and grooming standards in this policy while on Harris Health's premises or while attending off-site professional meetings and events.

IV. DEPARTMENTAL GUIDELINES

Department heads may establish departmental guidelines to outline the requirements for their Workforce members further. The Senior Vice President, Human Resources, or his/her designee must review and approve any departmental guidelines prior to implementation.

V. EXCEPTIONS

Requests for exceptions to this policy shall be reviewed by the Senior Vice President, Human Resources, and approved by the Chief Executive Officer. Individual exceptions that are granted shall be documented in the Workforce member's Human Resource's file. Departmental or location exceptions that are granted shall be documented as an addendum to this policy.

REFERENCES/BIBLIOGRAPY

Harris Health System Infection Control Policy and Procedure 1402 Hand Hygiene Guidelines

OFFICE OF PRIMARY RESPONSIBILITY:

Harris Health System Senior Vice President Human Resources

REVIEW/REVISION HISTORY:

Effective Date	Version # (If Applicable)	Review/ Revision Date (Indicate Reviewed or Revised)	Approved by:
10/03/03	1.0	Approved	HCHD Policy Review Committee
02/07/06	2.0	Approved	HCHD Policy Review Committee
		Approved 10/07/2008	HCHD Policy Review Committee
	3.0	Approved 08/10/2010	HCHD Policy Review Committee
	4.0	Revised/Approved 8/14/2012	Operations Policy Committee
	5.0	Revised/Approved 1/12/2016	Operations Policy Committee
		Appendix A Updated: 10/2017	System Nurse Executive Council (SNEC)
		Appendix B and C Updated 08/14/2018	
		Appendix I added 12/09/2020	
	6.0	Revised/Approved 10/12/2021	Structure and Organizational Standards Committee

APPENDIX A NURSING SERVICES

I. GENERAL PROVISIONS

- A. All Harris Health System nursing staff members may wear athletic or nursing-type shoes. All shoes worn must be closed-toe with no holes on the top and an entirely closed heel or a back strap to offer protection and minimize contamination potential. All shoes worn must be clean.

(Note: examples of inappropriate footwear include sandals and shoe covers worn outside the work area).

- B. Nails must be kept short (no longer than one-fourth ($\frac{1}{4}$) inch past the fingertip). Nail polish (including soft gel, vinylux, and shellac) must not be chipped. Artificial nails (including hard gel, dipped nails, and acrylic) or extenders (tips) are not to be worn by Harris Health System nursing staff members who provide (and when nursing leaders are providing) direct patient care.¹
- C. Facial hair, if worn, should not be such that it interferes with the proper fitting of protective personnel equipment (such as the N95 mask) used by direct-care providers.
- D. In patient care areas, hair longer than shoulder length must be pulled back not to expose the patient, employee, or other persons to unnecessary safety or health risks.
- E. In patient care areas, jewelry should not be of a nature that hinders infection prevention (for example, a ring that punctures gloves) or exposes the patient, employee, or other persons to unnecessary safety or health risks.
- F. Freshly laundered hospital-supplied scrubs (surgical attire) may not be worn from home to a Harris Health System facility to work or otherwise. Harris Health System staff may use the appropriate locker room to change into freshly laundered scrubs just before reporting to their assigned area. (Note: All individuals entering semi-restricted and restricted areas of a Harris Health System surgical suite must wear freshly laundered surgical attire for use within the surgical suite).

- G. Proper identification (I.D.) badges displaying appropriate credentials are to be worn at all times. I.D. badges must be worn above the waist with the picture and name displayed prominently. Only the Harris Health System service and award pins, badges or patches, and professional school certification pins may be worn. (Note: Employees working in restricted areas (e.g., Nursery) must wear badges color-coded, as appropriate, for security purposes.
- H. Staff whose offices are not in a hospital or clinic (example: Corporate offices at Holly Hall, Fournace, or UT Annex) may dress business casual on Fridays.

II. UNIFORMS ARE COLOR-CODED BASED UPON STAFF DESIGNATION OR CREDENTIALS; AND/OR AREA OF PRACTICE.

- A. Harris Health System licensed nursing staff with direct patient care responsibilities (Registered Nurse, RN, and Licensed Vocational Nurse, LVN) must wear either white nursing uniforms or scrubs which are:
 1. All white;
 2. All royal blue;
 3. All black;
 4. Any combination of royal blue, black or white;
 5. White, royal blue, or black undershirts (e.g., turtlenecks, T-shirts) worn, only underneath a scrub top, (but not in lieu of the scrub top).
 6. All scrubs must be a solid color.
 7. A scrub jacket is optional but must be solid royal blue, black or white if worn; and
 8. Exceptions:
 - a. Pediatrics/Neonatology Service licensed staff may wear scrub jackets with a child-friendly pattern;
 - b. Nursing personnel who may enter an operating room must wear solid misty green tops and bottoms as provided by the facility; and
 - c. Special Occasions as indicated in the chart below:

Special Occasion	Held	Scrub Jacket Color
National Wear Red Day	1 st Friday in February	Red
Valentine's Day	February 14 th	Valentines Theme
Go Western Day	As Announced	Denim/Western Theme

Independence Day	July 4 th	Patriotic Theme
Breast Cancer Awareness Week	2 nd Week in October	Pink/Breast Awareness Theme
Halloween	October 31 st	Halloween Theme
Thanksgiving (3 days)	4 th Wednesday, Thursday and Friday in November	Thanksgiving Theme
Christmas Week	Week of Christmas	Christmas Theme

B. Unlicensed Harris Health System staff with direct patient care responsibilities (Patient Care Assistants, Patient Care Technicians, etc.) may wear:

1. All purple uniforms;
2. All lavender uniforms;
3. Any combination of purple and lavender uniform is permitted;
4. All white uniforms are not an option for unlicensed direct-care providers;
5. Purple, lavender, black or white undershirts (e.g., turtlenecks, T-shirts) may be worn only underneath a scrub top, (but not in lieu of the scrub top).
6. All scrubs must be a solid color.

Exceptions:

Pediatrics Clinic unlicensed staff may wear scrub tops with a child-friendly pattern. Note: This exception only applies to clinics that do not see both pediatric and adult patients; and

7. Purple or lavender scrub jackets may be worn.

Exceptions:

- a. Pediatrics/Neonatology Service unlicensed staff may wear scrub jackets with a child-friendly pattern;
- b. Operating Room and/or Labor and Delivery unlicensed staff may wear solid misty green tops and bottoms as provided by the facility;
- c. Patient Safety Monitors must wear all burgundy scrubs; and
- d. Medical Assistants must wear turquoise or brown scrubs or any combination of turquoise and brown.

- C. Unlicensed Staff with no direct-patient care responsibilities (e.g., Health Unit Coordinators, Cardiac Monitor Technicians, etc.) must wear:
1. Solid white collared shirt (polo, oxford, etc.) and solid navy blue or khaki bottoms (pants or skirt); and
 2. Optional blazer or sweater over the white shirt must be solid blue or solid khaki.
- D. Advanced Practice Registered Nurses (APRN) may wear business casual with a white lab coat. APRNs may also wear scrub uniforms per licensed nurse colors or, when working in the inpatient area, the color of scrubs from the vending machines used by medical residents.
- E. Psychiatric Services dress in business casual scrubs as designated above for licensed and unlicensed personnel with direct patient care responsibilities.
- F. Crisis intervention Team wears navy blue polo shirt and black, tan, or khaki bottoms.
- G. Cardiac Monitor Technicians wear navy blue scrubs.
- H. For warmth, nursing staff may wear any external jacket/coat into the building, but it must be replaced with an appropriate, approved jacket (e.g., black core soft shell – nurse approved jacket sold in the Company Store). Hoodies or sweaters with graphics or emblems may not be worn.
- I. Scarves or any neck covering may not be worn.
- J. Harris Health System Supplemental Staff/Registry/Agency/Contract Nursing Staff must adhere to the policy according to credentials and practice area as outlined above.
- K. Fun Friday.
1. Every Friday will be “Fun Friday.” On the 1st, 2nd, and 3rd Fridays, Nursing Services staff will be allowed to wear a “fun” shirt at work. Staff can choose to wear any combination of the following:

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- a. A scrub top of their choice (can be any color, pattern, etc.).
 - b. A t-shirt (or any other type of top) that has a theme related to health care, nursing, etc.
 - c. Socks that show their personality.
2. All shirts must be work-appropriate in terms of style and working. The shirts need to be clean and neat –not faded, worn, or torn. No other hospital logos or shirts allowed.
 3. Scrub pants must be worn that is the appropriate color for the wearer’s role/position.
 4. The 4th Friday of every month will be designated by the System as Harris Health Pride Day. On this Friday, staff is encouraged to wear a Harris Health branded shirt of their choosing.
 5. Directors/Managers will have the discretion to determine if a shirt is “inappropriate”, and have an employee change the attire. So if in doubt, bring a scrub top or other alternate top.
- L. Exception to the Nursing Dress Code policy must be approved by System Nurse Executive Council (SNEC).

APPENDIX B CONCIERGE STAFF UNIFORM DRESS CODE

- A. Staff will be required to wear uniforms during business operations, professional attire only. (See “Business Professional Attire” as defined in this policy).
- B. The uniform may consist of a shirt with the Harris Health System logo and department name.
- C. No alterations will be permitted.
- D. Button-down and/or polo style shirts may be provided. Based on the shirt style, female shirts may be worn tucked in or out; male shirts must be tucked in. Undergarments and/or tank tops should be concealed. Polo style shirts can only be worn on Fridays unless approved for special occasions.
- E. Staff will wear uniform shirt based on designated schedule:

Ben Taub:

Monday – Charcoal Plaid Shirt
Tuesday – Blue Plaid Shirt
Wednesday – White Plaid Shirt
Thursday – Green Plaid
Shirt Friday – Solid White or Polo Shirt

LBJ:
Monday – Green Plaid Shirt
Tuesday – White Plaid Shirt
Wednesday – Blue Plaid Shirt
Thursday – Green Plaid
Shirt Friday – White Plaid or Polo Shirt
- F. Staff will be responsible for providing their own business slacks/skirts.
- G. Black blazer (or former uniform sweater) can be worn with uniform shirt. No other jacket or sweater style is permitted unless approved by management.

- H. Scarf and tie /bowtie accessories can be worn to complement the uniform; colors can vary.
- I. Business appropriate coats will be permitted in the event of inclement cold weather. Harris Health System logo jackets may be worn during cold weather.
- J. Additional uniforms may be purchased by staff if needed (e.g., if damaged, different size, etc.).
- K. Uniform shirts will be refreshed annually.
- L. Any exception to the Concierge Staff Uniform Dress Code must be approved by management.

APPENDIX C PATIENT ACCESS MANAGEMENT DRESS CODE

- A. Uniforms will be provided for the PAM Pavillions & OC/Smith/BT clinics staff to wear. Four (4) shirts will be purchased for most staff with tenure of 2 years or more and six (6) shirts. If the employees have been employed for at least 6 months at the time the replacement order is placed. Other than the periodic bulk orders, employees are responsible for ordering any additional or replacement shirts needed. This includes employees who shirt size changes in- between the bulk orders.
- B. Uniforms will be provided for the PAM ACS Department staff to wear. Five (5) shirts will be purchased for most staff and six (6) or seven (7) shirts if the employee is primarily assigned to a location that is open on Saturdays and/or Sundays. New shirts will be purchased annually for all employees that have been employed for at least 6 months at the time the replacement order is placed. Other than the periodic bulk order, employees are responsible for ordering any additional or replacement shirts needed. This includes employees who shirt size changes in between the bulk orders.
- C. Shirts for newly hired staff will be ordered after the employee has completed their ninety (90) day probationary period.
- D. Each employee should be appropriately fitted prior to ordering their shirts to ensure the appropriate size is ordered.
- E. All shirts will be worn tucked in with the exception of the women princess curved side panel cut and polo styled shirt. All shirts with shirt tails must be tucked in. Undershirts and tank tops are allowed to be worn under the uniform shirts as long as the shirts are buttoned and the undergarment is not visible nor exceeds the length of the shirt.
- F. Scarves, sashes or belts of any kind are not allowed to be worn on the outside of the shirts.

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- G. District sponsored shirts bearing the emblem of Harris Health System are to be worn on specified days as designated by the department with approval by Human Resources.
- H. The following variations of pants/skirts may be worn with your uniform shirts on any given day. Capri style pants, leggings, stirrups and pants tucked inside of boots are not allowed:
- Gray
 - Black
 - Navy
 - Brown
 - Khaki
- I. A black jacket bearing the Harris Health System logo will be the only authorized jacket to be worn with the uniform. No other styles or colors of are permitted in the work areas.
- J. Maternity wear options are a larger sized shirt in the current uniform colors or maternity shirts with the Harris Health System logo can be purchased in the colors available by the vendor.

APPENDIX E INFORMATION TECHNOLOGY DRESS CODE

Purpose: To further outline the Harris Health System guiding principles for appropriate dress and grooming, supporting a professional healthcare environment and workplace for the Information Technology Department.

- A. Harris Health System IT Workforce Members working at the Fournace locations may wear denim paired with a blazer and/or a professional top.. When wearing denim, IT Workforce Members must maintain a professional appearance by wearing denim that is clean, professional, wrinkle free, and fitted appropriately (not excessively tight or loose). Denim must be free from rips, tears, and fraying.
- B. Any clothing that has words, terms, products, political slogans, or pictures that might be offensive to other Workforce Members may not be worn.
- C. IT Workforce Members may not wear sweatshirts, sweatpants, or hoodies.
- D. Men may wear button shirts with collars and square tails untucked. Button shirts with collars and curved tails must be tucked in. Men may wear sweaters with a collar or a collared-shirt underneath.
- E. Women may wear leggings, tights, or yoga pants only with a skirt or dress. Leggings, tights, and yoga pants may not be less than ankle length. Skirts and dresses should be no shorter than two (2) inches above the knee.
- F. IT Workforce Members may not wear the following types of shoes: flip flops, canvas shoes, sneakers, or tennis shoes of any kind regardless of design, brand, or value.
- G. Open-toed dress shoes for women are permitted only at the Kirby locations. Close-toed shoes must be worn at any other Harris Health System facility.
- H. IT Workforce Members may wear earbuds, Bluetooth devices, or headphones if the device does not interfere with the performance of their work.

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- I. All Harris Health System IT Managers/Directors and above shall communicate and monitor the appropriateness of dress for each IT Workforce Member within their department.

- J. All Harris Health System IT Workforce Members must comply with the Harris Health System policy 6.10 will be subject to disciplinary action. The Harris Health System IT Department retains the right to require an IT Workforce Member in violation of this policy and/or this Appendix F – Information Technology Dress Code to leave the premises and return when appropriately dressed.

APPENDIX F FOOD AND NUTRITION SERVICES (FANS) DRESS CODE

Purpose: To establish standards for personal appearance and attire for Food and Nutrition Services staff members. (City of Houston Food Code, Section 20-21.7, 20-21.8 and 20-21.19).

This appendix provides guidance as to the standards for personal appearance and attire of the Harris Health Food and Nutrition Services staff.

During approved cafeteria theme days, and special dress days, senior FANS Leadership may approve exceptions to this Appendix.

Failure to comply with this policy may result in progressive disciplinary action. (See Harris Health policy 6.20 Employee Discipline).

I. CLINICAL NUTRITION AND ADMINISTRATIVE STAFF DRESS CODE:

- A. This shall include:
 - 1. Registered Dietitians and Dietitian Technician, Registered; and
 - 2. Department Directors, managers and administrative assistants.
- B. When in the Food Production Area, Clinical and Administrative staff will follow the dress code guidelines for the Food Production Area (See section II below); and
- C. Scrubs are optional when working directly with patients. (See Appendix H for approved scrubs colors).

II. PRODUCTION STAFF:

- A. The department shall provide uniform for FANS staff.
- B. Uniforms are the property of Harris Health System.
- C. Uniforms must be returned upon termination of employment.

- D. Staff signature is required when uniforms are distributed and returned using the Food and Nutrition Services Employee Uniform Agreement Form.

1. Culinary and Sanitation

Job Code	Top	Bottom	Accessories
Cook	<ul style="list-style-type: none"> • ¾ Sleeve Chef Coat (Black) BT/LBJ • Crossneck Chef Coat (Grey)BT • Short Sleeve Chef Shirt(Black)-LBJ 	Black Pants	Black Chef Hat
Porter	<ul style="list-style-type: none"> • Short Sleeve Polo (Black w/Charcoal) 	Black Pants/Skirts	N/A
Receiving Clerk	<ul style="list-style-type: none"> • Short Sleeve Polo (Black w/Charcoal) 	Black Pants/Skirts	N/A
Driver	<ul style="list-style-type: none"> • Short Sleeve Polo (Black w/Charcoal) 	Black Pants/Skirts	N/A

2. Patient Services

Job Code	Top	Bottom	Accessories
Nutrition Advocate/ Ambassador	¾ Button Down Sleeve Shirt (Grey)	Black Pants/Skirts	
Nutrition Service Associate	¾ Button Down Sleeve Shirt (Grey)	Black Pants/Skirts	

3. Retail Services

Job Code	Top	Bottom	Accessories
Cashier	<ul style="list-style-type: none"> • Short Sleeve Polo (Black w/Charcoal) 	Black Pants/Skirts	Optional Black Cap
Food Service Associate	<ul style="list-style-type: none"> • Short Sleeve Polo (Black w/Charcoal) 	Black Pants/Skirts	Optional Black Cap
Caterer	<ul style="list-style-type: none"> • Crossneck Chef Coat (Grey) 	Black Pants/Skirts	N/A

4. Shift Supervisors and Sous Chefs

Job Code	Top	Bottom	Accessories
Sous Chefs	<ul style="list-style-type: none"> • Crossneck Chef Coat (Grey) • ¾ Sleeve Chef Coat (Black) 	Black Pants	Black Chef Hat
Shift Supervisor	Long Sleeve Shirt (Black)	Black Pants/Skirts	

III. HAIR

- A. All hair shall be covered at all times while working in the production area and cafeteria;
- B. Hair will be restrained by clips, barrettes, ponytail bands, etc. as needed in order to keep hair restrained and away from the face; hair will not “hang down” out of hairnets.
- C. One or more hairnets will be worn as necessary to cover all hair, including tails and bangs
- D. Hairnets are not mandated when delivering patient meals as this function presents minimal risk of contaminating exposed food. However, hair must be pulled away from the face.
- E. Staff members may wear a solid black baseball-style hat if it effectively holds and restrains hair. The hat must be clean and in good repair, without pins, logos and/or designs. The Harris Health Logo is allowed. The bill of the hat must face forward (only exception is when working in the dish room.)
- F. Facial hair must be well groomed and trimmed or it must be covered with a beard restraint to protect exposed food, clean equipment, utensils, and linens; a beard restraint will also be worn to cover facial hair when working in the dish room.

IV. APRONS

- A. Aprons will be furnished by the department and worn by staff during their shift in the Nutrition Services Production Areas and Café.
- B. Fabric aprons will be used by the culinary team and changed when soiled and/or at the end of a shift. Used aprons should be placed in designated areas for cleaning.
- C. Disposable aprons will be used in the dish room and in production areas where there is no open flames.
- D. Plastic aprons must be discarded when moving between soiled and clean areas, and after use.
- E. Aprons will be removed when entering the restroom and/or leaving the Food Production Area, including and during break time.

V. OUTERWEAR

- A. A long sleeve jacket of “scrub-type” or “lab-coat-type” material in solid black can be worn over the primary clothing.
- B. “Hoodie-type” zip up, sweaters, and “fleece material” jackets are not acceptable.
- C. A sweatshirt, “hoodie,” “zip up” or “fleece material” jacket may be worn by personnel when receiving goods, disposing of garbage, and when stocking and cleaning freezer and refrigerated products.

APPENDIX G

HARRIS HEALTH DEPARTMENT OF PUBLIC SAFETY DRESS CODE

Purpose: For health and safety purposes and to establish standards for personal appearance and attire for DPS.

- I. DPS Security Officers shall wear either the **Security Dress Uniform** or **Security Duty Uniform**. The Security Manager/Director will direct which uniform their assigned Security Officers will wear for each post.
- II. DPS Security Supervisors and DPS Dispatchers shall wear the **Security Dress Uniform**. The only exception to this is for Supervisors or Dispatchers working security officer assignments or during disaster response conditions.
- III. By definition, the **Security Dress Uniform** will consist of the following:
 - A. Navy blazer. The blazer is to be worn at all times unless posted at a defined security office or dispatch station;
 - B. Long sleeve light blue oxford shirt or blouse;
 - C. Navy slacks;
 - D. Red departmental pattern tie;
 - E. Black shoes or boots with smooth leather and no markings;
 - F. Black or blue socks;
 - G. Black department-issue leather belt; and
 - H. Department issue badge may be worn on a belt clip.
- IV. The standard uniform for security personnel the **Security Duty Uniform**. By definition, the **Security Duty Uniform** will consist of the following:
 - A. Short sleeve tan officers shirt with navy flaps/epaulettes and Departmental shoulder patches and navy pants with departmental stripe;

- B. Navy jacket with Departmental shoulder patch;
 - C. Black shoes or boots with smooth leather capable of a high shine and no markings;
 - D. Black or blue socks;
 - E. Black leather Sam Browne belt and matching rigging;
 - F. Department issue badge and collar pins; and
 - G. Shorts and pullover-style Officers shirts are **NOT** approved for interior post assignment and require special permission from their Divisional Vice President.
 - H. Other than the approved navy cold-weather fur and knit watch caps, hats and other headgear are **NOT** approved for duty and require special permission from their Divisional Vice President. It is expected that headgear only be worn for exterior duty assignments.
- V. Upon approval from their Security Director, security personnel assigned solely to exterior post assignments may wear the **Security Exterior Special Duty Uniform**. By definition, the **Security Exterior Special Duty Uniform** will consist of the following:
- A. Contrasting black/yellow bike patrol polo shirt with Departmental shoulder patches;
 - B. Black convertible tactical pants or shorts;
 - C. Black shoes with smooth leather and no markings;
 - D. White or black socks.
- VI. All DPS uniform items must meet the employee's department color, design, and material specifications and may only be obtained from approved departmental vendors.
- VII. The designated **Security Uniform** will be worn while on duty at locations or assignments or traveling to and from designated Harris Health locations or assignments. It should also be worn when directed by supervision for court appearances, training, award ceremonies, or other attended functions. Wearing of the

department uniform or equipment for other than required job performance is forbidden unless otherwise required and approved by their Divisional Vice President, DPS.

- VIII.** At the direction of their Divisional Vice President, Security personnel may be directed to wear a different style of clothing or special protective clothing for events or for urgent or special assignments. Unless otherwise notified, Security personnel should report for E1 or E2 disaster response assignments in the **Security Duty Uniform**.
- IX.** Security employees are expected to be prepared to perform assignments during inclement weather, emergencies, or unexpected staff reassignments.
- X.** Only Department issued badge and pins may be worn. Any other pin or insignia requires the approval of the Unit Manager.
- XI.** Uniforms will be properly fitted, clean, serviceable, and pressed.
- XII.** For safety reasons, DPS staff:
- A. Must have all visible tattoos covered up;
 - B. May not have piercings on the face and tongue;
 - C. Nails must be kept short (no longer than one-fourth (1/4) inch past the fingertip).
 - D. Female Officer's hair styles:
 - 1. Must be appropriate and neat;
 - 2. Hair colors shall be subtle;
 - 3. No long bangs covering the forehead;
 - 4. Spiked hair styles cannot be higher than two (2) inches.
 - 5. Hair in the back cannot be worn past shoulder length; long hair must be pinned up;
 - 6. Loose ponytails are **NOT** acceptable; and
 - 7. A French braid is acceptable but only to shoulder length.

E. Male Officers' hairstyles:

1. Hair styles will be short and neat;
2. There shall not be any designs in hair;
3. A short and neatly trimmed mustache may be worn.

F. Officers will ensure that when articles are carried in their pockets (combs, wallets, keys, etc.) these articles do not protrude from their pockets or present a bulky appearance.

G. Appropriate undergarments will be worn with all uniforms. The shirt must be of a plain fabric with no front or back design or imprint and must not be visible at the sleeves. Long underwear may be worn during cold weather.

H. Sunglasses may be worn on an as needed basis but are not to be worn indoors, under subdued lighting (parking garages, dusk, etc.) or during darkness. Mirrored sunglasses or other fad designs for sunglasses or eyeglasses are not allowed. Officers are required to remove their sunglasses when communicating with others unless the eyeglasses are prescription.

XIII. Management or support employees may be required to wear civilian clothing that consists of a suit, blazer, sport coat, dress shirt, tie and appropriate, conservative socks and shoes. Department members shall wear appropriate **business attire**. **Casual attire** will only be allowed as approved by the employee's Divisional Vice President for any Harris Health special day or event.

XIV. Registry Law Enforcement Employees

Unless approved by the Director of Security, Registry Law Enforcement Officers will be required to report in the uniform specified by their agency.

XV. Uniform Requests:

- A. All DPS personnel are furnished with a minimum of two (2) uniforms.
- B. To request uniforms, the following procedures must be followed in proceeding order:

1. Supervisor will make sure employee has access to Galls online website.
2. Supervisor will train employee on how to order uniforms using Galls website.
3. Supervisor will receive an email to approve the order.
4. Employee will receive an email and/or text message on the status of the shipment.

The Security Director (or other level) shall communicate and monitor the appropriateness of dress for each position held by employees within this department.

APPENDIX H UNIFORM COLOR DESIGNATIONS

DEPARTMENT

Nursing Services

UNIFORM OR SCURB COLOR DESIGNATIONS

1. Licensed Staff- White, Royal Blue, Black
2. Operating Room and/or Labor and Delivery licensed staff - Misty Green
3. Operating Room and/or Labor and Delivery unlicensed staff - Misty Green
4. Patient Care Assistants, Patient Care Technicians, etc. – Purple and Lavender;
5. Patient Safety Monitors - Burgundy
6. Medical Assistants- Turquoise and Brown
7. Pediatrics/Neonatology Service licensed staff may wear a child-friendly pattern scrub jacket

LBJ Engineering Services
 Respiratory and Pulmonary
 Rehab Services (Unofficially)
 Linen Services
 Volunteer Services

Khaki and Dark Brown
 Light Blue and Navy (Dark) Blue
 LBJ - Grey
 Linen Services
 Navy (closest to PMS 540C) or teal (closest to PMS 315C, and dark navy
 Red Scrubs or Red Scrubs combined with black or white. (No full black scrubs).

Food and Nutrition Service Registered
 Dietitian, Nutritionists and Diet
 Technicians, Registered

APPENDIX I
DEPARTMENT OF PHARMACY DRESS CODE
Approved by PELC 05/28/2021

Purpose: To further outline requirements specific to the department of pharmacy.

Definitions:

- A. **NON-PATIENT CARE LOCATION:** See definition stated in Harris Health System Policy and Procedures 6.10 (*Dress and Personal Appearance*).
- B. **NON-RESTRICTED AREAS:** All administrative, office, training, patient care and non-patient care and pharmacy areas.
- C. **PATIENT CARE LOCATION:** See definition stated in Harris Health System Policy and Procedures 6.10 (*Dress and Personal Appearance*).
- D. **RESTRICTED AREAS:** Sterile environments including: clean room/anteroom and operating room area(s).

General:

- A. Pharmacy employees may wear either business casual attire as defined per Harris Health System Policy 6.10 (*Dress and Personal Appearance*) or ceil blue solid colored scrubs.
- B. Denim is worn in accordance with Harris Health System Policy 6.10 (*Dress and Personal Appearance*). The following locations are considered “Non-Patient Care Locations”:
 - a. Fournace; and
 - b. Central Fill.
- C. T-shirts can be worn underneath a scrub top, but not worn in lieu of the scrub top. The Chief Pharmacy Officer and/or Pharmacy Executive Leadership Counsel may approve staff to wear a pharmacy or Harris Health logo t-shirt that has been provided by the department of pharmacy in lieu of the scrub top on

specific days (e.g. pharmacy week, world-class pharmacy day). Communication notifying staff when t-shirts can be worn in lieu of the scrub top shall be sent via email. Previously issued or purchased Harris County Hospital District logo-to-shirts are not permitted.

- D. Earrings and other jewelry shall be professional in appearance. Face/tongue piercings are not permitted with exception of nose piercings. Only nose piercings which can be easily removed in the event the employee is going into a restricted area will be permitted.
- E. All visible tattoos must be covered.
- F. Nails must be kept no longer than one-fourth ($\frac{1}{4}$) inch past the fingertip. Nail polish must not be chipped. Artificial nails, as defined by Harris Health System Policy 1402 (*Hand Hygiene Guidelines*), are not to be worn in all areas where patient-care (i.e., prescription processing) and/or sterile compounding occurs. Nail polish is not allowed when working in sterile compounding areas as per Department of Pharmacy Guideline and Procedure 3.14 (*Compounded Sterile Preparations, Appendix 3.14B*).
- G. To ensure employee safety, employees working on the production floor at Central Fill shall abide by the following:
 - a. Hair that is longer than shoulder length shall be pulled back and tied; and
 - b. Loose and/or dangling jewelry and clothing (e.g. ties, etc.) shall not be worn.
- H. Pharmacy leadership is responsible for communicating and monitoring the standards for appropriate attire while at work for compliance with Harris Health System Policy 6.10 (*Dress and Professional Appearance*).
- I. Non-compliance with the dress code will result in counseling and/or progressive discipline as necessary and may include sending the employee home.

Lab Coats:

- A. Lab coats are required to be worn by pharmacists. Pharmacists shall wear white lab coat; three-quarter length (3/4) with full length sleeves.
- B. Lab Coats must be worn during the following times:
 - a. When working outside of the inpatient central pharmacy and/or on patient care floors;
 - b. In all ambulatory care pharmacies during pharmacy business hours
- C. Exceptions to wearing a lab coat are:
 - a. Working in administrative areas;
 - b. During inventory management;
 - c. Facility Failure (i.e. air conditioning malfunction); and
 - c. Working at Central Fill (floater staff must have lab jackets at all times in the event they are asked to go to a clinic pharmacy).

Restricted Areas:

- A. Harris Health-provided teal color scrubs shall be worn at all times. A pair of clean teal scrubs shall be donned on-site in the designated area at the beginning of shift and returned back to stock at end of shift.
- B. Jewelry (including earrings), portable electronic devices, make-up, and false or eyelash extensions are not allowed when working in sterile compounding areas as per Department of Pharmacy Policy 3.14 (*Compounded Sterile Preparations*, Appendix 3.14B).
- C. Additional dress code requirements shall be followed as outlined in the Department of Pharmacy Guideline and Procedure 3.14 (*Compounded Sterile Preparations*, Appendix 3.14B).
- D. Dress code requirements for entering operating rooms shall be followed as per Harris Health System Policy 3.24.02 (*Perioperative Services and L&D Attire Requirements*).