

GLACIER VIEW LODGE

POLICY & PROCEDURE MANUAL

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ISSUED BY: EXECUTIVE DIRECTOR

CATEGORY: HUMAN RESOURCES

TITLE: **DRESS CODE**

PURPOSE: To document the expectations of staff with regard to appropriate dress in the workplace in order to ensure that the personal clothing of staff is of a type and in a condition which meets work safety, infection control, and food safe standards and reflect a respectful and professional image.

POLICY: All staff are expected to adhere to the current staff dress code policy. There are general policies as well as specific provisions for selected departments.

Unless specifically addressed below, the Leadership Team is the determinant of appropriate attire.

General Policies

1. Staff may choose to wear a uniform or wear street clothes (other than departments or occupations that require a uniform for safety such as cooks).
2. Staff are expected to come to work neatly dressed and well-groomed, clothing clean, and free of stains, rips or holes.
3. Acceptable attire is categorized as business casual and includes, slacks, capris, walking shorts or skirts with hems no shorter than 3" above the knee, T – shirts with no logos, or clothing sold as a uniform. See Appendix 1
4. If there is a danger of contact with moving parts of machinery or with electrically energized equipment, or if the work process presents similar hazards, the clothing of the staff must fit closely about the body.
5. Footwear must be of a design, construction and material appropriate to the protection required. Footwear that has deteriorated to a point where it does not provide the required protection shall not be used.
6. Perfumes and toiletries with scent shall not be worn as there may be staff and residents with sensitivities to perfume.

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7. Respectful and professional wear does not include: hemlines higher than 3 inches above the knee, tight-fitting tops, skinny strap tank tops, low necklines in front or back, exposed midriiffs, or see-through fabrics.
8. Name tags are provided and shall be worn on the right just below the shoulder. If a name tag is lost, a replacement fee of \$2.00 will be charged.

Specific Policies for the Following Departments

Direct Care Staff (RN's, LPN's, and Care Aides)

1. All staff who come into direct contact with residents, their rooms, and their eating area will keep their nails short and free of nail polish, including clear nail polish. Artificial nails are not allowed.
2. All staff who come into direct contact with residents, their rooms, and their eating area will keep hands and wrists free from all rings with stones and watches for ease of effective handwashing and sanitizing. (Plain bands must be removed or moved to allow proper handwashing.)
3. All staff involved in clinical work or accessing the kitchen must wear shoes with closed toes and heels and no other holes.
4. Hair that is shoulder length or longer shall be tied back.
5. Jewelry is limited to stud earrings and a pin-on watch, necklaces that fit close to the neck; for safety reasons long necklaces, hoop or long earrings, pendants, rings except wedding bands, and wrist watches are not acceptable work wear.
6. Sweaters must be able to be pushed above the elbow for general work and hand washing.
7. Clean aprons shall also be worn when assisting residents with dining

Activities/Adult Day Program

1. For special activity programs, staff may dress appropriately (for example: jeans and sweat shirts or jogging suits for sports events, costumes for special theme days).
2. During food preparation activities and dining room service, hair shall be tidy and held back and closed toe/closed heel shoes shall be worn.
3. Clean aprons shall also be worn when assisting residents with dining. All other general and direct care staff policies apply.

Nutritional Services

Nutritional Services staff must adhere to the Nutritional Services department-specific policy on appropriate dress.

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Maintenance

1. Pants and shirt are to be worn.
2. Coveralls are provided by the employer, but care must be taken to not wear them in food handling and resident areas unless necessary.
3. Footwear must be of a design, construction and material appropriate to the protection required. Steel toed footwear must be worn specifically for moving furnishings or unloading items heavier than 25 pounds, lawn and yard maintenance.

Reference: Workers Compensation Act Occupational Health & Safety Regulation, effective April 15, 1998 with amendments.

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Appendix 1

Acceptable	Not Acceptable
Plain T shirt, polo shirts,	Clothing with rips or holes regardless of style.
Casual Slacks, Capris, shorts (not shorter than 3 " above the knee) Jeans for maintenance workers	T Shirt with logos
Yoga Pant, leggings	Jeans (except Fridays with donation)
Casual Shirts, must be able to roll up the sleeves above the elbow for proper infection control	Tank Tops