



North Mississippi Health Services

Human Resources

Policy #: 01.HR.0000.0714.2016

Title: Professional Presence Policy

Purpose: To establish standards of professional presence that promote a safe environment and contribute to the overall patient and family, experience and enhance the organization's image in our community.

Policy: All employees are expected to adhere to the policy and use good judgement and select clothing appropriate to their position. The clothes (uniforms), shoes, jewelry, hair colors, hairstyles, facial hair, tattoos and fingernails of all employees must be appropriate for the patient and family centered care environment. The North Mississippi Health Services environment must not be extreme and must meet health, safety and infection control standards.

Procedure:

General Guidelines:

- Your supervisor will review with you the appearance standards and/or uniform requirements for your area.
- Identification badges must be worn at all times. The badge cover should contain the photo ID badge visible on the front side. The Employee's copy of the NMHS Connection Card should be visible on the back side. When visiting NMHS in a non-employee situation, an ID badge should not be worn.
Employees are encouraged to replace their ID badge at least every 5 years around their 5 year recognition.
- Employees in certain positions may be restricted from wearing certain kinds of clothing, shoes, jewelry, false fingernails, and hair styles due to safety, health and infection control concerns.
- Employees are expected to practice acceptable standards of personal hygiene at all times.
- Special casual days are not appropriate (e.g. t-shirt days, blue jean Fridays, etc.).

- Employees attending NMHS educational programs held on-site or off-site must practice the NMHS Professional Presence Guidelines at all times.

Failure to comply with professional presence policy: Management reserves the right to determine the appropriateness of a particular garment, body alteration, jewelry, etc. and take remedial action. Any violation of NMHS Professional Presence Policy may be addressed through the use of appropriate corrective action, up to and including separation from employment.

Accommodations to Policy:

Medical restrictions: requests for exceptions to this policy for medical reasons must be presented to Employee Health and Human Resources with supporting medical documentation. Requests will be considered and reviewed on a case by case basis.

Religious and cultural accommodations: requests for exceptions to this policy for religious or cultural beliefs or questions regarding accommodations must be directed to the Human Resources Department.

Distributed To: NMHS
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ITEM	ACCEPTABLE	UNACCEPTABLE
All	<ul style="list-style-type: none"> •neat and clean dress and appearance •clothes that are in good repair •clothes of a length, fit and style that are appropriate for the business environment •appropriate undergarments must be worn at all times •body and hair are clean and free of odor 	<ul style="list-style-type: none"> •dirty or wrinkled clothes •torn, damaged or unhemmed clothes •clothes that are too large, too small or too long causing them to drag on the floor/ground •clothes that are intended for sports activities or social occasion •dirty hair or fingernails •clothes, shoes, jewelry, hair, facial hair, or fingernails that are extreme or otherwise inappropriate for the business environment •clothes, shoes, jewelry, hair, facial hair or fingernails that do not meet health, safety or infection control requirements •perfume, cologne, scented lotions and scented aftershaves are not permitted in any work area (clinical or non-clinical)
Pants	<ul style="list-style-type: none"> •business attire unless otherwise approved as appropriate for the population served •uniform standards as specified in dept. standards 	<ul style="list-style-type: none"> •sweatpants •warm-up suits •shorts/skorts •spandex or other form-fitting pants •leggings (when worn as pants) •stirrup pants •blue jeans or colored denim
Shirts/Blouses	<ul style="list-style-type: none"> •blouse or casual collared shirts •golf or polo shirts (tucked in) •sweaters •turtlenecks •casual collared shirts with NMMC/NMHS logo •length and fit in accordance with acceptable business environment 	<ul style="list-style-type: none"> •no T-shirts •sweatshirts without hoods •hoods worn during work •midriff-bare tops and tank tops •revealing, low cut or sheer blouses •tight or backless clothing •tops with straps
Dresses/Skirts	<ul style="list-style-type: none"> •casual dress or skirts no more than 3 inches above the knee 	<ul style="list-style-type: none"> •skirts or dresses with hems above mid-thigh •spaghetti-strap or strap less dresses •sheer, low cut or revealing dresses or skirts
Footwear	<ul style="list-style-type: none"> •footwear must be clean, polished and appropriate for the position •closed toe shoes in clinical areas •athletic shoes •heel height appropriate for the type of work performed •flat shoes which are appropriate for interacting with patients or customers in a safe, quick manner (e.g. athletic shoes or uniform shoes) 	<ul style="list-style-type: none"> •flip flops (flat, beach-style) •shoe covers and booties worn outside the clinical area, including the cafeteria
Uniforms/Scrubs	<ul style="list-style-type: none"> •uniform or scrubs as specified by the department (see department specific guidelines) 	

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Hair	<ul style="list-style-type: none"> •Clinical Staff – short, neatly groomed; longer styles should be secured or covered to avoid contact with patients, visitors, and employees •all staff -- neatly groomed, natural-looking colors (e.g. black, blonde, brown, red, gray, white) •hair band to secure loose hair •head wear must be a part of the job or accommodation for religious purposes (see page 1) 	<ul style="list-style-type: none"> •hair allowed to come in contact with patients, visitors, or employees •unnatural colors (e.g. purple, green, yellow, bright red, pink or streaking unnatural color) •extreme hairstyles (e.g. mohawks) •wet hair
Jewelry	<ul style="list-style-type: none"> •simple, professional appearance •pierced ears with no more than two earrings in each ear 	<ul style="list-style-type: none"> •jewelry that creates a safety hazard such as to be grabbed by patients or caught on equipment should be avoided •jewelry that interferes with work •more than two pierced earrings in each ear •visible body piercings other than ears (e.g. eyebrow, nose, neck, head, tongue piercing or forking) •noticeable spacers/large holes in ear lobes
Fingernails	<ul style="list-style-type: none"> •fingernail lengths should allow for employees to practice acceptable handwashing, sterile technique, maintain precautions, and wear protective gloves when required; lengths should otherwise be appropriate for position. •for positions not directly involved in the care of the patient, polish should not be chipped or scratched. 	<ul style="list-style-type: none"> •long natural (>1/4 inch past the tip of the finger) and artificial nails, acrylic overlays, tips, silk wraps, or any other artificial substance for all direct care providers •nail polish for any staff involved in the care of the patient •pierced jewelry in fingernails
Visible Tattoos	<ul style="list-style-type: none"> •tattoos which are small and inoffensive* 	<ul style="list-style-type: none"> •visible tattoos which are offensive, insulting, lewd, crude or contain profanity •visible tattoos which portray or represent nudity, vice or crime •visible tattoos which reflect a negative image to our customers •extreme body altering and branding must not be visible (large tattoos, tattoo sleeves)
Electronic Devices	<ul style="list-style-type: none"> •electronic devices as designated by position •adherence to electronic device guidelines (Employee Guidelines) 	<ul style="list-style-type: none"> •no handheld electronic device including game devices, televisions, MP3 players, etc.; headphones to include personal Bluetooth devices while working
Nametags/Badges Buttons/Pins	<ul style="list-style-type: none"> •NMMC/NMHS badge required •badge holders should be clean so that information is visible •one row of certification pins, service award pins, NMMC/NMHS sponsored pins or professional pins 	<ul style="list-style-type: none"> •all other non NMMC/NMHS badges, buttons or pins •pictures or stickers
Misc.		<ul style="list-style-type: none"> •Chewing gum •Eating in front of patients/visitors/family caregivers •Dark sunglasses worn indoors except for medical reasons (see page 1)

* Out of respect for our patients, employees must cover a tattoo if a patient or family complains about a tattoo while they are being cared for.

NOTE

The above guidelines are intended to be **minimal requirements** of a general nature and are not intended to be all encompassing. Additional details on appropriate dress are attached in departmental guidelines or manager's discretion. Failure to comply with these guidelines may result in disciplinary action up to and including discharge.

All requests to change uniforms must be submitted to the Professional Image Committee for approval prior to the uniform change being implemented.

APPROVED PROFESSIONAL IMAGE GUIDELINES BY NMMC-TUPELO DEPARTMENT

Acute Care Rehab (including 1W and SNF/1 Central)

- Clinical staff wear navy scrubs with a ceil blue monogrammed logo which will identify their discipline (physical therapist, occupational therapist, speech therapist or rehab technician) or khaki pants/skirt and a polo shirt. Speech therapist wear a lab coat.

Aeromedical Services

- Employees will wear a royal blue flight suit made from a fire-retardant material.

Ambassador

- Employees wear khaki pants/skirt, royal blue polo shirt and comfortable walking shoes.

Ambulance Services

- All Ambulance Staff, while on-duty, will adhere to the Professional Image Guidelines* and Dress Code: Grey department approved button-up shirt, black uniform style pant, black belt, black boots or black shoes with dark socks. When worn, caps must be department issued. As regulated by the state ANSI Level II, Gortex coat to be worn (department will issue). All staff should wear watch and radio belt loop while on duty.
- Ambulance Supervisors, while on-duty will wear white button-up department approved shirts and adhere to other staff dress standards as previously mentioned.

*While working special events as directed by Ambulance Manager, staff may be allowed to substitute Khaki shorts in-lieu of pants.

Bariatrics

Staff will adhere to the guidelines of the surgical nursing service line

Behavioral Health

- Nursing will wear business casual clothes with a white lab coat.
- Nursing Assistants and Unit Secretaries will wear business casual clothes with a blue lab jacket.

Bio-Medical

- Employees wear business casual clothes. When working on renovation or expansion projects, Bio-medical employees dress appropriately for construction areas.

Business Services

- Employees in ER & Rapid Admit wear solid purple scrubs tops, pants and lab jackets (if they wear a jacket.)

Cardiovascular Service Line

- **2 West/2 Central/Monitor Room:** RNs wear all granite (gray) colored scrubs or all white uniforms. Nursing Assistants, Ward Secretaries and Monitor Techs will wear white tops and granite (gray) colored pants
- White or print lab jackets may be worn with white uniforms. Solid or print jackets with the coordinating wine or gray as the predominant color may be worn with the colored scrubs.
- Shoes should be closed toe. White shoes should be worn with white uniforms. White shoes or wine/gray clog type shoes may be worn with the appropriate color scrub. Athletic shoes should be solid leather (no canvas or mesh strips) and should be white with no color accents or minimal color accents of a soft hue. Clog type shoes should be solid (no ventilating holes).

Cancer Center

- Radiation Therapist wear Steel gray scrubs.
- Nurses wear turquoise blue scrubs.
- Clerical wear business casual with Celedon or Orchid lab coats.

Center for Digestive Health

- Clinical and lab technicians wear hospital green scrubs.
- Non-clinical employees wear spicy coral scrubs.

Child Care Center

- Employees may wear khaki pants/shorts/skirts/jumpers with a white top or Child Care Center logo shirt. Comfortable shoes, appropriate for outside play, are to be worn. On holidays or during special events, employees may dress appropriately for the occasion.

Clinical Quality and Outcomes/Social Work

- Employees in Clinical Quality and Social Work wear white lab coat with approved hospital case management logo and black scrub pants, and white, black or coordinating print scrub top. White, gray, or black closed toe shoes must be worn in clinical settings.

Diabetes Treatment Center

- Employees wear true red uniforms with a white or multicolor coordinating jacket and white closed toe leather shoes or clog type shoes.

Employee Health

- Clinical staff wear Shocking Pink (Bright Pink) scrub uniforms and solid or coordinated print lab coats.

Employee Pharmacy

- The pharmacists will wear business casual clothing. The full time pharmacy technicians will wear coordinating scrubs of red, brown (orange), blue, gray (green), and yellow on a daily rotating (M-F) schedule depending on the season.

Endoscopy/Bronchoscopy

- Employees wear surgical green scrubs, a white or multicolor jacket coordinating with surgical green scrubs and white closed toe leather shoes or clog type shoes.

Environmental Services

- Females wear forest green pants/skirts with a matching solid green top.
- Males wear khaki pants and a forest green shirt.
- Shoes must be rubber soled with a closed toe.
- Main Unit Surgery employees wears sunset maroon (brown) scrubs.

Emergency Services

- RN's wear navy blue solids. Coordinating print or solid lab coat may be worn.
- Tech's wear khaki solids. Coordinating print or solid lab coat may be worn
- Shoes must be closed toe and be of coordinating color.
- Patient representatives wear brown solids - monogrammed lab jacket recommended

Facility Operations

- Personnel wear charcoal gray pants and a gray and white pin striped shirt with the logo and Facility Operations embroidered above the pocket.
- For summer, the Landscape team wears blue short pants and T-shirts with NMMC logo and department imprinted.

FMRC

- Residents are expected to dress appropriately according to the customs or rules of their various service rotations. Clothing should be neat and clean. Residents are discouraged from wearing "greens" to outpatient clinics unless they are on Surgery, ER or OB rotations. Changing clothes before attending clinic is recommended. They are expected to wear a white lab coat with name and specialty identification when on duty in the hospital and when attending professional functions. Scrubs are not considered appropriate attire for attending lectures. The chief resident is responsible for enforcing the dress code.
- Office and support personnel and faculty are expected to dress appropriately for their location and duties. On Friday's staff and physicians at the Family Medicine Residency Center are allowed wear casual, neat clothing. Blue jeans are not allowed. Scrubs must be clean, loose-fitting, and free wrinkles.

Food and Nutrition

- Cashiers wear black pants/skirt and black shirt. Leads wear black pants with pink trim.
- Leads/floors for Patient Services Areas: Khaki pants, polo shirt and white lab jacket.
- Special Functions wear black pants and white shirt with coordinating vest.
- Other F&N employees wear black pants and coordinating tops/black jacket.
- F & N employees at Women's and Behavioral Health wear black/red scrub pants with coordinating top.
- Dietitians wear pink carnation scrubs with white or coordinating lab jacket when in clinical areas.

HealthWorks

- Employees may wear polo shirts, t-shirts, or fleece pullovers with the official HealthWorks logo. Shirts will be of varying colors. Black and khaki pants and shorts are allowed as appropriate.

Heart Institute

- Employees may wear gray colored scrubs with coordinating lab jackets; white lab jackets with Heart Institute Logo; khaki pants with wine colored polo shirts or approved Heart Institute Logo shirts; Nurses may wear white uniforms or gray colored scrubs; Cath lab wears hospital issued scrubs.

Home Health

- Visiting Staff - Home Health visiting staff should wear royal blue scrub suits with the option to mix white with the royal blue. Print lab coats/ scrub tops are permitted in colors that match. Cartoon-character prints are discouraged. White, black, or royal blue athletic or duty shoes may be worn. Shoes should be clean and/or polished. Appropriate hose or socks should be worn.
- RN's have the option of wearing white uniforms or all-white scrubs.
- Psych/Mental Health nursing staff, therapy staff and Medical Social Workers have the option of wearing business casual clothes, as described under general guidelines, with appropriate lab coat.
- Office Staff in the branches may wear the approved scrubs or appropriate business casual clothes. Sleeveless apparel may be worn, but must be in good taste. Tank tops are not permitted. Hose or socks should be worn, if appropriate.

Industrial Work Center

- Employees wear polo shirts with khaki, tan, black or navy slacks or skirts.

Infection Control and Central Line Case Manager

- Wear riviara scrub uniforms and solid Riviara or coordinated print lab coats.

Inpatient Hospice Unit

- Wear Black scrub pants and printed scrub top.

Joint Replacement Center

- Employees will wear riviera blue scrubs.

Medicine Service Line

- RN's wear all cobalt blue/galaxy blue colored scrubs or all white uniforms.
- Hospitalist Nurses wear gray scrubs with pink trim.
- Nursing Assistants, Unit Coordinators/Monitor Techs wear all cobalt blue/galaxy blue colored scrubs.
- Lab Jackets: Solid white, cobalt blue/galaxy blue or prints with cobalt blue/galaxy blue contained in the print may be worn with cobalt blue/galaxy blue scrubs or white uniforms.
- Shoes should be closed toe. White shoes should be worn with white uniforms. White shoes or cobalt blue/galaxy blue clog type shoes may be worn with cobalt blue/galaxy blue scrubs. Athletic shoes should be solid leather (no canvas or mesh strips) and should be white with no color accents or minimal color accents of a soft hue. Clog type shoes should be solid (no ventilating holes).

MIS

- Technicians wear navy lab jackets over business casual clothes.

NMMCI Clinics

- Clerical employees may wear appropriate business casual or colored scrubs with a solid or patterned jacket - no white uniforms, scrubs or jacket.
- Nursing employees are encouraged to wear white uniforms and jackets but may wear colored scrubs with a white lab coat.
- Lab and X-ray employees - may wear colored scrubs with solid or patterned jacket.

Nursing Externs

- Wear white uniforms with a white or print lab coat, their nursing school uniform or the appropriate color scrub for the unit they are assigned to.

Nursing-One West and Skilled Nursing Facility (1 Central)

- Employees are allowed to wear business casual clothes.

Outpatient Business Services

- Outpatient business services for main unit to wear business casual or polo shirt and Khaki pants. Appropriate footwear as mentioned in the NMMC guidelines.

Outpatient Rehabilitation Services

- Outpatient Rehab wears any polo shirts with the Rehab Services logo. Wind breakers, sweaters and fleece jackets with Rehab Services logo are acceptable. Slacks should be khaki, tan, black or navy.

Pathology

- Pathology Outreach Courier staff may wear white uniforms or a light blue golf shirt with NMMC Reference Laboratory logo embroidered on chest with khaki pants/skirt. In unseasonably warm weather staff may wear khaki walking shorts with light blue golf shirt. In unseasonably cold weather, courier staff may wear white or light blue sweatshirt or long-sleeve oxford cloth shirt with khaki pants/skirt. Shoes should be white, clean, neat and impervious without bold designs or bold coloring.
- Laboratory Information System Staff should wear business casual street clothes.
- Medical Technologists, Medical Technicians, Medical/Departmental Secretaries, Phlebotomists, Students, **Cytology and Histology Staff will adhere to the following:**
 - Pathology employees wear white uniforms or Ceil Blue scrubs with matching solid or print jacket. Shoes must be clean, neat and impervious without bold designs or bold coloring. When wearing white Uniform, shoes should be white. When wearing Ceil Blue, shoes may be white or gray. Protective clothing that meets OSHA guidelines must be worn when working with biohazards. Histology staff must wear company issued and laundered scrubs when working at the gross table, going into the frozen section room or assisting with autopsies. These scrubs must be put on here and NOT used as street clothes.

Women's Hospital Lab Staff will adhere to the following:

- Pathology employees wear white uniforms or Ceil Blue scrubs with matching solid or print jacket. Shoes must be clean, neat and impervious without bold designs or bold coloring. When wearing white Uniform, shoes should be white. When wearing Ceil Blue, shoes may be white or gray. Protective clothing that meets OSHA guidelines must be worn when working with bio-hazards. Histology staff must wear company issued and laundered scrubs when working at the gross table, going into the frozen section room or assisting with autopsies. These scrubs must be put on here and NOT used as street clothes.

Pain Management

- Clinical wear hospital issue green scrubs and clerical employees colored scrubs. (They have 3 colors that they all coordinate so they all wear the same color each day)

Patient Focused Improvement Department

- Employees of this department will wear business casual.

Pharmacy

- Pharmacist wear business casual. White lab coat is worn if in patient care area.
- Technicians wear ceil blue scrubs. A coordinating printed top is acceptable.

Radiology -

- Technologists - White shirt/pants or ceil blue scrubs
- Clerical - Dress clothes or jade green scrubs
- Attendants - White pants and navy blue top
- Special Procedures - Hospital green scrubs

Rapid Admit

- Employees wear navy blue scrubs with a matching solid or print lab jacket.

Respiratory Therapy

- Employees wear Ceil Blue Pants or skirt. A print or solid Ceil Blue shirt. Printed or White Jacket.

Resource Pool

- RNs in the Resource Pool wear caribbean blue or white uniforms with white or coordinating print jackets.
- Nursing Assistants wear white uniform pants or skirts, caribbean blue uniform tops with a white or print jacket.
- Unit Coordinators wear caribbean blue pants or skirts, white polo style shirts or uniform tops and a caribbean blue or print jacket.
- If the Resource Pool staff has been assigned to a nursing unit prior to the beginning of their shift, they may wear the approved uniform for their role on that unit.
- Shoes should be closed toe. Athletic shoes should be solid leather (no canvas or mesh strips) and should be white with no color accents or minimal color accents of a soft hue. White clog type shoes that are solid (no ventilating holes) may be worn.

Security

- Security staff/officers will wear dark navy pants and silver tan polos.

Social Work- (See Clinical Quality)

Supply Logistics Uniform

All departmental personnel must wear uniform while on duty.

Courier Service:

- Red shirts with collar, either short or long sleeves. Navy blue pants with black or brown belt. Black, brown, or white socks. Shoes made of leather and dark in color. Blue/Black caps are optional. Navy blue short pants that are no more than 1" above the knee are optional only from May - October - Must wear black, brown, or white crew socks.

Supply Processing & Distribution:

- Red shirts or smocks with collars, either short or long sleeves. Navy blue pants with black or brown belt. Navy blue short pants that are no more than 1" above the knee are optional only from May - October for Service Center Employees only. Must wear black, brown, or white crew socks and Blue/Black caps are optional. Black, brown, or white socks. Shoes made of leather and dark in color.
- Logistic Clerk at Women's Hospital wears scrubs.
- Directors and supervisors follow the Guidelines for Professional Image.

Surgery

- Clinical employees wear misty green scrubs with misty green warm-up jackets.
- Head wear may be home laundered and of a non-distracting color or print. Shoes must be impervious to fluids, have enclosed toes, and be of a non-distracting color. Socks or hosiery are required. Knee length lab coat must be worn anytime outside of hospital and returning to work. Recovery (PACU) will wear lavender and/or fuschia uniforms with color coordinating jackets (solid or print).
- Short Stay Surgery licensed staff will wear Black scrubs with coordinating lab jackets. Transporters and Nursing Assistants will wear Black scrubs with coordinating lab jackets.

Surgical Nursing Service Line

- RN's CLPN's and LPN's: White uniforms or Black scrubs.
- Nursing Assistants: White uniform pants or skirts with a Black scrub top.
- Unit Coordinators/Monitor Techs: White knit polo-style shirts or white scrub tops with Black scrub pants or skirts.
- White or print scrub jackets may be worn with white uniforms. Solid Black jackets or prints containing Black may be worn with Black scrubs.
- Shoes should be closed toe. White shoes should be worn with white uniforms. White shoes or Black clog type shoes may be worn with Black scrubs. Athletic shoes should be solid leather (no canvas or mesh strips) and should be white with no color accents or minimal color accents of a soft hue. Clog type shoes should be solid (no ventilating holes).

Critical Care

- Nurses may wear Black scrubs (or white) - Unit coordinators will wear Black scrub pants or skirt with white top - Nursing assistants may wear white pants or skirt with Black top - Coordinating print or solid scrub jackets may be worn - shoes must be closed toe - white shoes/clogs should be worn with white scrubs and black shoes/clogs may be worn with gray - clog shoes should be solid (no ventilating holes)

Surgery Center

- Clinical employees wear hospital issued green scrubs and laguna green warm-up jackets.

Toyota Partnership with Nursing Program:

- Students will wear black pants, yellow top trimmed in black

Transfer Center

- Employees wear chocolate brown scrubs with a matching solid or print lab jacket.

Volunteer Services

- Employees wear business casual clothes, except at the Wellness Center. Volunteer name tags must be visible at all times.
- Student volunteers wear khaki skirts or pants and the provided t-shirt.

Wellness Center

- Employees may wear a polo style shirt with Wellness Center logo (sweatshirt with logo may also be worn over shirt). T-shirts are permissible on Fridays. Khaki pants/shorts or a black lined wind suit. Jackets - black, green, navy and red with Wellness Center logo. Athletic type shoes must be worn at all times.
- Child care employees wear t-shirts.
- Day Spa employees wear scrubs.

Women's /Children's Service Line

- Employees will wear ceil blue scrubs. They may wear a scrub top and/or jacket in a matching print.
- A white or coordinating collarless shirt may be worn under the uniform scrub top.
- Shoes should be closed toe. Shoes may be black, navy, gray, ceil or white uniform shoes/clogs athletic shoes. Athletic shoes should have minimal color accents of a soft hue and may be leather or mesh. Clog type shoes should be solid (no ventilating holes) and should be white or the color of the scrubs.

Maternal Fetal Medicine Department

- All Staff: Pink scrubs with brown lab coat. Employees may wear a coordinating long sleeve tee shirt or turtle neck under their scrubs during colder months. Manager: Professional dress

Wound Center

- Employees wear turquoise uniforms, a white or multicolor lab jacket that matches and white closed toe shoes or matching clog type shoes.

Company Issued Scrub Suits

- Company issued and laundered scrub suits are provided through the laundry department as approved or required by Infection Control and/or Employee Health.

Holiday Prints:

- During the Christmas and New Year's Period, December 1st through January 1st, clinical staff may wear scrub jackets with appropriate holiday prints. Print jackets symbolic of other holidays may be worn if they meet both general and departmental professional image guidelines.
- Non clinical staff may wear holiday sweaters or tops that are appropriate for their professional image guidelines.

Note: For leaders who would like to make revisions to their departmental guidelines the Professional Presence Committee Change Request Form is located on the intranet under Human Resources site Forms section and Alpha Menu under P.