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	Policy Type/Category RISK MANAGEMENT	Issued by Policy & Planning Committee
	Effective Date September 2022	Supersedes New

PURPOSE

1.To detail the dress code protocols required within Salem Home.

DEFINITIONS:

Business Casual

Women

- Skirt, khakis, or pants
- Open-collar shirt, knit shirt or sweater (no spaghetti straps or décolleté)
- Dress

Men

- Seasonal sport coat or blazer with slacks or khakis
- Dress shirt, casual button-down shirt, open-collar or polo shirt
- Optional tie
- Loafers or loafer-style shoes, and socks

Casual

Casual dress code refers to clothing that is informal and comfortable, yet clean and professional. It’s best to go with nicer casual wear and avoid the baggier items you wear around the house.

Women

- Sundress
- Long or short skirt
- Khakis or nice jeans
- Shorts (depending on occasion and climate)
- Plain T-shirt (no slogans), polo shirt, turtleneck
- Casual button-down blouse

Men

- Khakis or good jeans (clean, no holes)
- Cargo or Bermuda shorts—depending on occasion and climate
- Plain T-shirt (no slogans), polo shirt, turtleneck
- Casual button-down shirt and/or sweater
- Loafers, sneakers (with or without socks), sandals

POLICY

1. Staff/volunteer work attire will follow standard health care infection prevention and control practices.

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2. Staff/volunteer work clothing will promote and support safety in the work environment to both the staff and the resident.
3. All staff/volunteer clothing will be professionally appropriate to the specific work area, projecting a positive image to residents, families, visitors and co-staff.
4. Staff/volunteer will wear a facility identification tag
5. Non-administrative staff are encouraged to change into their work attire at work before starting shift and into other clothing at the end of the shift, including wearing a dedicated pair of shoes for work. Staff should not wear work attire in public due to increased risk for viral spread.

A. GUIDELINES FOR DRESS SPECIFIC TO WORKING IN RESIDENT CARE SERVICES (nursing, housekeeping, therapeutic recreation)

- Short sleeved tops are recommended to be worn, however, $\frac{3}{4}$ length sleeves are permitted.
- All direct care staff will dress in a manner that portrays their professional role.
- Clothing must be clean, neat and in good repair.
- Long-sleeved tops, warm up jackets or sweaters are not to be worn when providing direct resident care. These items should also be taken home and laundered regularly.
- Scrub type uniforms or golf shirts that are role-appropriate and without large decals or embossing may be worn.
- Hemline length for skirts and walking shorts will be at the kneecap or longer. Skirts must accommodate safe lifting and turning practices which allows for a wide base stance, following SCHIPP guidelines.
- A plain band is acceptable. Rings with stones are not to be worn to work. Small studs may be worn in pierce holes.
- Hair will be kept short or tied back off the face and off the collar. Beards and moustaches will be neatly trimmed so as not to interfere with the caregiver role.
- Makeup may be worn but will be kept moderately applied.
- Finger nails are to be kept short and well trimmed. Nail polish must be fresh and not chipped/peeling. Gel & false finger nails are not acceptable.
- For your safety, all valuables, including extra clothing, and purses, must be secured in the staff members' locker.

B. GUIDELINES FOR DRESS SPECIFIC TO WORKING IN THE KITCHEN

- Hair must be clean, neat and free from dandruff. All persons working in the kitchen must wear a hair net or cap so hair is covered. (the majority of the hair must be in the hairnet) Long hair must be worn up within the hair net.
- Uniforms are preferred to be worn in Nutrition Services. Clothing will be clean and neat, in good repair and easy to move in.
- Fingernail polish/artificial nails (Gel, Acrylic, tips etc.) are NOT to be worn on the job since it may chip off and get into the food.
- Mid-calf length Capri pants are allowed, with ankle socks. To have the minimum amount of skin exposed for safety.
- Knee length walking shorts are allowed ONLY with the use of nylons or stockings.
- Hose/socks must be worn.

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- Shoes are to be enclosed to protect the toes and the foot. They will be clean and worn exclusively for work at Salem Home. Walking or track shoes which provide arch support and joint protection are encouraged. Open heeled type of shoe without a strap is not allowed

C. GUIDELINES FOR DRESS SPECIFIC TO WORKING IN LAUNDRY

- Fingernail polish/artificial nails (Gel, Acrylic, tips etc.) are NOT to be worn on the job
- Hair must be clean, neat and free from dandruff. Hair will be kept short or tied back off the face and off the collar.

D. GUIDELINES FOR DRESS SPECIFIC TO WORKING IN ADMINISTRATION

- Business casual. It should portray a professional image.

E. GUIDELINES FOR DRESS SPECIFIC TO WORKING AS A SCREENER:

- Casual. It should portray a professional image

F. GUIDELINES FOR DRESS SPECIFIC TO WORKING PLANT OPERATIONS:

- Clothing must be appropriate to the job; cut-offs and sandals are prohibited.
- Steel-capped shoes, goggles, gloves and/or hard hats may be required for select procedures.

Discouraged/Unacceptable Dress:

- T-shirts with large decals, leggings/skinny jeans, sweat pants, dark undergarments that show through the uniform, tight-fitting, or revealing clothing
- jeans with holes revealing skin
- Neck chains are not permitted for staff safety. Rings in the nose, lips, eyebrow or tongue are discouraged.

Guidelines to Ensure Personal Hygiene

- Personal cleanliness is required.
- Use of unscented deodorant or antiperspirant is recommended.
- Use of perfume/after-shave/cologne will not be permitted. Use of scented hair care products, scented deodorants or scented antiperspirants is also strongly discouraged.

Cross Reference:

Formerly RCS Manual 10-D-10 Department Dress Code

References:

Southern Health-Santé Sud (2016). Dress Code: Attire & Grooming. ORG.1511.PI.001