

<b>CentraCare Health (CCH) adopts the following policy/procedure for:</b>	
CentraCare Health	CentraCare Health – Paynesville, LLC
CentraCare Clinic	CentraCare Health System – Sauk Centre
CentraCare Health System – Long Prairie	St. Cloud Hospital
CentraCare Health System – Melrose	St. Benedict’s Senior Community
CentraCare Health – NR, LLC (Monticello)	

Original: 03/09      Minor Review: 05/10, 08/10, 11/10, 7/15; **1/17**      Full Review:  
03/12; 6/14  
Approving Cmte: CCH Executive Council  
Category: Human Resources  
Cross Reference:  
Type: Policy

**I. PURPOSE**

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

**II. 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.** Due to variation of customer expectations across CCH facilities/services (e.g. the residential nature of SBSC), each facility is entitled to modify the dress code to meet the needs of their customers as noted in the addenda within this policy. ***Modifications must not conflict with the policy guidelines or CCH Uniform Addenda.***

C. Where differences between the dress code of an individual’s employing entity and regular physical work location exist, the guidelines of the physical location will apply.

**III. 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 that are considered inappropriate in any department include, but are not limited to:

1. torn, ripped or frayed clothing
2. shirts/tops that are sleeveless or have exposed belly or back skin
3. excessive cleavage
4. T shirts that are not worn as under garments
5. sweatshirts
6. shirts with advertisements (except with CCH or related logo)
7. shirts with camouflage patterns
8. 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 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 in patient care areas. 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. Ear stretched piercings must not pose a safety concern, and a solid, flesh colored plug must be worn. No utility bars or other visible piercings.
- G. Chewing gum: No gum chewing in the presence of customers.
- H. 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.
- I. Face coverings: Not allowed.
- J. Hats/Headgear: Not allowed except for on top of head for religious/cultural reasons and other headgear in required areas.
- K. 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.
- L. Designated “Theme Days” attire will be allowed per President/Administrator approval.

**IV. REFERENCES**

Facility specific, no references available.

**V. ADDENDA**

- A. CCH Scrub Uniform Guidelines**
- B. CCH Patient Service Positions Uniform Guidelines**
- C. Saint Benedict’s Senior Community (SBSC)**
- D. CentraCare Clinic (CCC)**
- E. St. Cloud Hospital/CentraCare Health (SCH/CCH)**
- F. CCH – Melrose**
- G. CCH – Long Prairie**

- H. CCH – Sauk Centre***
- I. CCH – Paynesville***
- J. CCH – Monticello***

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

**CCH Scrub Uniform Guidelines (Addendum A)**

- A. **Staff will wear scrub uniforms in the color described below by discipline. No other staff will wear scrub uniforms.**

<b>Discipline Group</b>	<b>Disciplines Included</b>	<b>Color</b>
<b>RN</b>	<b>RN</b>	<b>Black</b>
<b>PCA/PCE/ MHA</b>	<b>PCA, PCE, MHA, Urology Tech, CNA, Unit Support, misc others</b>	<b>Granite</b>
<b>LPN/CMA</b>	<b>LPN, ETC Paramedic, CMA</b>	<b>Eggplant</b>
<b>EVS</b>	<b>Housekeepers, Environmental Services Associates, other similar positions</b>	<b>Wine</b>
<b>Imaging</b>	<b>Imaging Staff, Neurodiagnostics, EKG Techs, ECHO Techs, others</b>	<b>Navy</b>
<b>Therapies</b>	<b>PT, OT, ST, Cardiac Rehab</b>	<b>Royal</b>
<b>Pharmacy</b>	<b>Pharmacists, Pharmacy Techs</b>	<b>Caribbean Blue</b>
<b>Respiratory</b>	<b>Respiratory Therapists, Respiratory Technicians</b>	<b>Dove Grey</b>
<b>Nutrition</b>	<b>Nutrition Services</b>	<b>Hunter</b>
<b>Lab</b>	<b>All lab personnel</b>	<b>Black with Blue Jacket</b>
<b>Breast Center</b>	<b>All Breast Center personnel</b>	<b>Pink</b>
<b>Surgery, Cath Lab, PACU, CSC, etc.</b>	<b>All staff in these environments</b>	<b>Ceil blue</b>
<b>Nursing House Supervisors</b>	<b>Nursing House Supervisors</b>	<b>White</b>

- 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.**
- F. **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.**
1. **Shirts may include a long sleeve, short sleeve, v-neck, crew neck, or turtleneck.**
  2. **The undershirt color may be: white, cream, black, gray, light pale pink, light pale blue, exact match to uniform top. No patterns, neon or bright colors are allowed.**
- G. **Generally, most short sleeve uniform tops are acceptable. Uniform pants may be elastic or drawstring.**
- H. **Uniform pants should not drag on the floor.**
- I. **The CentraCare Health logo is optional.**
- J. **Uniform styles are displayed on the website. To order uniforms go to:**
1. **[Centrcare.uniformadvantage.com](http://Centrcare.uniformadvantage.com)**



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

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

- **Patient Services Assistant**
- **Receptionist Scheduler**
- **Surgical Dept Scheduler**
- **Pulmonology Scheduler**
- **Surgery Scheduler**
- **Referral Scheduler**
- **Surgical Scheduler**
- **Referral Coordinator**
- **Referral Clerk Clinic**
- **Pre Visit Planner**
- **Health Unit Coordinator**
- **Physician Scheduler**
- **Physician/Surgery Scheduler**
- **Vascular Scheduler**
- **Spec Receptionist Scheduler**
- **Physician Scheduler/Admin Asst**
- **Renal Assistant**
- **Referral Representative**
- **Patient Advocate**
- **Team Lead Health Information Management**
- **Medical Records Clerk**

**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 shirt will be a dark cobalt blue Lands' End Uniform shirt:**

1. **Women's 3/4 Sleeve No Gape Stretch Flip Cuff Shirt 458518CY2**
2. **Women's Long Sleeve No Gape Stretch Shirt 458520CYX**
3. **Women's Short Sleeve Shirred Stretch Shirt 467286CYX**
4. **Women's 3/4 Sleeve No Iron Broadcloth Shirt 412522CY4**
5. **Women's Long Sleeve Straight Collar No Iron Broadcloth Shirt 412519CY2**
6. **Men's Long Sleeve Button-down Solid No Iron Broadcloth Shirt 416011CYX**
7. **Women's Long Sleeve Performance Twill Shirt 393546CYX**
8. **Women's 3/4 Sleeve Performance Twill Shirt 065868CY8**
9. **Women's Short Sleeve Performance Twill Shirt 393549CY3**
10. **Men's Long Sleeve Performance Twill Shirt 179017CY0**
11. **Men's Short Sleeve Performance Twill Shirt 179020CY2**
12. **Plus maternity options**
13. **Lands' End Cardigan – dark cobalt blue (optional)**
  - a. **Women's Performance Long sleeve V-neck Cardigan with Pockets 467332-RQ2**
  - b. **The cardigan is not the uniform shirt and cannot be worn without the shirt.**
14. **Uniform styles are displayed on the website. To order uniforms go to:**
  - a. **[business.landsend.com/store/centracarehealth](http://business.landsend.com/store/centracarehealth)**
  - b. **A 5% discount will be applied. Often these shirts are on sale and there is a 5% discount in addition to the sale price.**

- C. Black pants or skirt, style chino or dress pants. No yoga, jeans, or leggings. Business or business/casual is required.**
  - D. Solid color undershirts may be worn.**
    - 1. Shirts may include a long sleeve, short sleeve, V-neck, crew neck, or turtleneck**
    - 2. The undershirt color may be: white, cream, black, gray, light pale pink, light pale blue, exact match to uniform top. No patterns, neon or bright colors are allowed.**
  - E. The CentraCare Health logo is optional.**
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#### **Saint Benedict's Senior Community (SBSC) (Addendum C)**

- A. Professional appearing split-skirts, capri, crop pants and sleeveless tops are allowed.
  - B. Fridays may be designated as casual. Jeans and CCH/SBSC logo attire (including polos, denims, and sweatshirts) may be permitted on casual days per department specific policies.
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#### **CentraCare Clinic (CCC) (Addendum D)**

- A. Professional appearing split-skirts, capri, and crop pants are allowed.
  - B. CentraCare Clinic facilities are entirely FRAGRANCE FREE.
  - C. During the Clinic's normal clinic hours, employees are expected to dress in a professional manner that is appropriate for the work they will be performing. 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. For situations where staff are "called in" on short notice, a lab coat or similar professional covering should be worn over casual clothes whenever possible.
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#### **St. Cloud Hospital/CentraCareHealth (SCH/CCH) (Addendum E)**

- A. No jeans while on paid time and wearing an employee badge.
- B. No shorts/capris (Exceptions: Laundry and Distribution)
- C. **For staff wearing uniforms**, shoes must be a predominantly solid color and compliment the uniform.

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**CCH - Melrose (Addendum F)**

- A. Professional appearing split-skirts, capri, and crop pants are allowed.
- B. Employees are allowed to wear appropriate casual attire on the days they are not scheduled in their work area but are required to be on premises for less than 4 hours. Examples include: staff meetings, education/in-services. For situations where staff are “called in” on short notice, a lab coat or similar professional covering should be worn over casual clothes whenever possible.
- C. Alexandria Radiation Oncology will follow the guidelines set by the Radiation Oncology in St. Cloud.

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**CCH - Long Prairie (Addendum G)**

- A. Professional appearing split-skirts, capri, and crop pants are allowed.
- B. Employees are allowed to wear appropriate casual attire on the days they are not scheduled in their work area but are required to be on premises for less than 4 hours. Examples include: staff meetings, education/in-services. For situations where staff are “called in” on short notice, a lab coat or similar professional covering should be worn over casual clothes whenever possible.

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**CCH – Sauk Centre (Addendum H)**

- A. Professional appearing split-skirts, capri, and crop pants are allowed.
  - B. No jeans except for Maintenance staff.
  - C. Employees are allowed to wear appropriate casual attire on the days they are not scheduled in their work area but are required to be on premises for less than 4 hours. Examples include: staff meetings, education/in-services. For situations where staff are “called in” on short notice, a lab coat or similar professional covering should be worn over casual clothes whenever possible.
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**CCH – Paynesville (Addendum I)**

- A. Professional appearing split-skirts, capri, crop pants, and sleeveless tops are allowed.
- B. Employees are allowed to wear appropriate casual attire on the 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. For situations where staff are "called in" on short notice, a lab coat or similar professional covering should be worn over casual clothes whenever possible.

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**CCH – Monticello (Addendum J)**

- A. Professional appearing split-skirts, capri, and crop pants are allowed.
  - B. Employees are allowed to wear appropriate casual attire on the 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. For situations where staff are "called in" on short notice, a lab coat or similar professional covering should be worn over casual clothes whenever possible.
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