

SCOPE: This policy is applicable to all employees at Louisiana Children’s Medical Center (d/b/a LCMC Health) and each of its member hospitals, facilities, subsidiaries, including:
LCMC Health Anesthesia Corporation,
Children’s Hospital,
Children’s Hospital Medical Practice Corporation,
West Jefferson Medical Center,
New Orleans Physician Services, Inc.,
Touro Infirmary,
Crescent City Physicians, Inc., and
University Medical Center Management Corporation,
(collectively “LCMC”).

POLICY STATEMENT:

The purpose of the appearance code policy is to provide guidelines to employees with regard to professional and appropriate attire and appearance. Each Department Leader is responsible for ensuring a professional image is portrayed by all staff. It is up to the leaders to determine the appropriate standards and uniform and to enforce the rules contained in this policy. LCMC and its affiliates reserve the right to determine what neat, clean, professional and appropriate attire is, including if an item may be offensive or a safety hazard. Any staff member who does not meet the attire or grooming standards set by his or her department will be subject to corrective action and may be asked to clock out and leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards. Violations of the appearance code will subject employees to disciplinary action, up to and including discharge.

I. Professional Appearance

Clothing/Accessories

Clothing or accessories must be worn to depict a professional environment. Clothing or accessories that demonstrate a personal point of view or that have illicit, profane, suggestive, biased, sexually related, political, alcohol related, drugs or tobacco related text graphics or logos are not permitted

Footwear

Shoes must be professional, tasteful, and conform to safety regulations for your department. Sandals, flip flops, and most casual shoes are not allowed. Athletic shoes may be allowed in some areas, but must conform to the color requirements for the department and or uniforms.

Style and Electronic Accessories

Items that are not part of a uniform or required for the job are not to be worn or visible on an employee. Examples of items that should not be visible on the person are: hats, sunglasses, blue tooth headsets, ear buds, video glasses, etc.

Hair

Hair must be clean, neat and well groomed at all times. Hair is to be styled in such a manner that is not extreme and does not interfere with patient care (e.g., braided hair, long hair must be pulled back.) Hair must be a natural color (black, brown, blonde, red, auburn, gray.) Non-natural hair color, highlights, additives etc. are prohibited (blue, pink, green, purple, glitter, etc.) It is up to the department or hospital leaders to interpret whether or not the color and style meets the requirements for a professional in that area.

Beards/Mustaches

Beards and mustaches are permitted as long as they are well trimmed. Employees without beards or mustaches are expected to be clean-shaven every day with the exception of medical reasons, verified by a letter from an appropriate practitioner. If facial hair interferes with fitting of masks for isolation patients, staff will be asked to trim or shave it to ensure a tight seal.

Nails

There is considerable scientific and infection control evidence demonstrating that persons with false nails or very long natural nails harbor higher numbers of pathogenic bacterial and fungal organisms, under the nails, than those with short natural nails.

Artificial nails, e.g. extenders, overlays, acrylics, gels, and nail jewelry are prohibited for employees who have direct patient care or come into contact with a patient's environment, supplies, or food. The natural fingernail tip length will be less than 1/4 inch long.

Jewelry/Adornments

Jewelry should be tasteful and not excessive. Earrings should be moderate in length and not dangle in patient care areas. Except for up to two piercing in ears, there should be no visible body piercing, i.e. nose rings, eyebrow rings, lip rings, etc.

Colognes

Perfumes and colognes should be of light scent or discontinued if it is disturbing to patients.

Body Art

Body Art such as tattoos that are extreme, large, numerous, or portray slogans and pictures which may be perceived as offensive must be covered by clothing or makeup.

Smoking/Vaping

Smoking, vaping or use of other electronic devices are prohibited at all LCMC hospitals and clinics designated as smoke free. Exceptions may be made for buildings and campuses that house non-clinical operations and have no patient care or contact.

Chewing Gum/Chewing Tobacco

Chewing gum is not permitted at any time in patient care areas. Employees are not permitted to chew, dip or use tobacco in LCMC facilities.

II. Name Tags

While on duty, name tags are required to be worn with photo visible at all times. Name tags may be replaced in Human Resources or Security for a charge of \$10.00.

III. Uniforms and Proper Attire

Each department director is responsible for the professional image portrayed by their department, establishing appropriate appearance and uniform codes for employees and communicating these rules to the employees. In areas where uniforms are not required, professional, business attire or business casual may be worn as set by department leadership. Variances in appearance to meet the department's needs may be established by the department director. System-wide, the following forms of attire are not considered appropriate:

- Backless attire
- Attire with holes
- Attire with logos (other than LCMC or Hospital approved)
- Jeans, shorts, or denim of any kind
- Attire that is tight and/or form fitting (including leggings or tights)
- Miniskirts or skirts that are short in length
- If a hat or head covering is allowed or required to be worn in the department, the hat must be an approved hat.

LCMC or its affiliates may provide uniformed employees with uniforms, or employees may have to purchase uniforms on their own, depending on job classification and skill level.

V. Business Casual Dress

Work Attire of all employees, contractors and volunteers must remain professional at all times. Less formal business casual attire is permitted in approved departments periodically and in some cases, regularly. Business casual is meant to be professional but less formal dress than normal business clothing. Instead of suits, ties, dress slacks and dress skirts, it allows for slightly less formal attire. Examples of business casual are poplin, wool or khaki slacks or skirts; ties are not required.

In addition to unacceptable attire listed elsewhere in this policy, the following are examples of items that are not acceptable including “casual Fridays:” Jeans or denim skirts, leggings, tights, warm-ups, athletic wear, shorts or short skirts. Unacceptable tops include halter tops, low cut tops, t-shirts (unless approved by the hospital,) tube tops, tank tops, etc.

Business casual attire does not allow for: sandals, athletic shoes, flip flops, or other footwear deemed inappropriate. Professional and clinical staff are to wear uniforms suitable to their profession unless otherwise approved by their director.

Questions about the interpretation of what business casual allows or does not allow, should be asked ahead of time with the department director or an administrator. Anyone deviating from acceptable business casual attire may be asked to clock out and return properly attired. In addition, there may be disciplinary action up to and including termination.

VI. Policy Exceptions

LCMC recognize the importance of individually held religious beliefs to persons within its workforce and LCMC and its affiliates will reasonably accommodate a staff member’s religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting a workplace attire accommodation based on religious beliefs should be referred to Human Resources to complete a policy exception request. No exceptions to this policy will be permitted unless approved in writing by Human Resources and the department leader.