

DRESS AND APPEARANCE

POLICY

All ECM field staff will be expected to project a professional image while on duty.

PROCEDURE

ECM field staff will be expected to be familiar and comply with the following guidelines:

1. ECM employees will be expected to exercise good judgement in choosing appropriate apparel for their work and to exercise care in grooming, personal hygiene, and cleanliness.
2. ECM employees will be required to wear designated identification while on duty.
3. ECM employees may wear street clothes or approved uniforms, as desired. Street clothes must be neat, clean, and professional. Shorts are not allowed at any time.
4. ECM employees **must** wear clean, slip resistance working shoes.
5. Hair falling about the face or otherwise dangling could present an infection control problem, e.g, hair falling into wounds or sterile trays.
6. Hair must be neatly groomed. It must be secured so that it does not fall into the face.
7. Sideburns must be neat and well-trimmed. Moustaches and beard may be worn if neatly trimmed.
8. Nails must be an appropriate length for safe clinical practice, clean and well-manicured. No chipped polish.
9. Jewelry must be simple, not excessive, large or dangling.
Note: Dangling and/or large jewelry presents a safety hazard for personnel and patient. Large rings also present two (2) infection control problems: adequate hand washing cannot be achieved; and the ring provides a warm, moist environment for bacterial growth.
10. Cologne should not be offensive to patients.
11. Staff will use standardized nursing bag, if appropriate.

Employee Signature: _____ Date: _____

Employer: _____ Date: _____