

Personal Appearance

Your personal appearance must reflect respect for the diverse group of individuals served at Children's Mercy, inspire confidence in your knowledge and skills, and ensure staff and patient safety. Children's Mercy is committed to applying the personal appearance guidelines equally, regardless of gender, and will consider requests for reasonable accommodations under applicable law. If you fail to comply with these requirements, you may be relieved from duty until you are compliant.

Requirements for all employees

General Guidelines

- Ensure that your clothing, as well as any accessories, jewelry, or makeup you wear are not distracting.
- Unacceptable body piercings include, but are not limited to, ear gauges or spikes, nose rings, tongue rings, eyebrow rings or posts, and lip rings.
- Any tattoo that could be perceived as offensive or hostile or that diminishes your effectiveness as a role model for our patients must be covered during your shifts.
- Follow the Mask Requirements, found here <https://scope.cmh.edu/pay-and-benefits/your-employment/expectations/mask-requirements/>

Grooming and hygiene

- Clothing must be neat and clean and not ripped, frayed, overly tight, revealing or otherwise distracting.
- Avoid using heavily scented perfume, cologne, or lotion.
- Keep fingernails clean and trimmed.
- Keep hair, sideburns, mustaches, and beards neat and well-groomed.
- Practice good personal hygiene habits.

Requirements for employees working in patient care positions

Footwear

You must wear closed-toed shoes as protection from contaminated sharps or hazardous chemicals and materials while working in patient care areas or other areas where such materials or instruments are used.

Fingernails

Nails must be natural, with tips less than one-fourth inch long. Nail polish and artificial nails are not permitted (including, but not limited to: nail polish, acrylic, gel/shellac, tips, bonding, wraps, decals, dipping powder or any other products/applications that create a barrier to the nail).

Sleeves Up

When entering a patient room/bay to provide direct patient care.

- In intensive care areas, sleeves should be pulled up to the elbow or higher.
- In non-intensive care areas, sleeves should be pulled above the wrist.

Hair

- Hair, including facial hair, that may obstruct vision and/or touch the patient must be secured away from the face and pulled back and up, off the shoulders.

Jewelry

- No more than one ring may be worn (Not one ring per hand).
- No bracelets may be worn.
- In non-intensive care areas, watches are allowed, but must be cleaned at the beginning of the shift, before providing patient care.
- In intensive care areas, nothing may be worn on the wrists, including bracelets, fitness trackers, and watches.

Uniforms

- If you are required to wear a uniform, you are responsible for complying with the color and style designated by your department.
- If you are not required to wear a uniform, you are encouraged to wear a lab coat when participating in or providing direct patient care.
- Clothing contaminated with bodily fluids or other contaminants should be removed immediately and handled in accordance with the Soiled Clothing policy. Scrubs will be provided to on duty employees whose clothing has been soiled.

Requirements for employees working in non-patient care positions

Dress for Your Day

Choose the attire that best fits your work environment and location and is in alignment with this policy and any guidelines in your department. You may choose to wear business or business casual attire. Examples include suits, dresses, skirts, blouses, slacks, sport coats, casual slacks, dress or knit shirts, and sweaters. In the spirit of Dress for Your Day, nice jeans may be acceptable in certain situations. Speak with your supervisor if you have questions on whether certain attire is appropriate.

Employees working remotely may choose to dress in casual attire when appropriate based on their day. Visible attire on video calls must present a neat and clean appearance.

- Examples of unacceptable attire include but are not limited to sweatpants, T-shirts or sweatshirts (unless the shirt is promoting a Children's Mercy-sponsored activity or logo), workout or athletic attire, shorts, flip-flops, midriff-baring or spaghetti strap tops, and any clothing, including jeans, that has holes or is ripped.
- Occasionally, Children's Mercy will approve a special "theme day." On these days, exceptions to these guidelines may be made at your supervisor's discretion.

If you require an exception to the guidelines outlined above (for religious or health reasons, for example), please speak with your supervisor and Human Resources. Departure from appropriate grooming, hygiene and attire standards without proper approval may result in employee counseling, up to and including termination of employment.

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Last updated on July 08, 2021 at 9:11 a.m.