

CENTER OF SPECIAL CARE  
POLICY AND PROCEDURES

<b>TITLE:</b> WORK ATTIRE DRESS CODE POLICY	<b>EFFECTIVE/REVISED DATE:</b> 09/02/2025
<b>LAST REVIEWED DATE:</b> 09/02/2025	
<b>RESPONSIBLE DEPARTMENT/COMMITTEE:</b> HUMAN RESOURCES	
<b>APPROVED BY:</b> VICE PRESIDENT OF HUMAN RESOURCES	
<b>CITATION/REFERENCE:</b> PUBLIC ACT 21-2, CT GENERAL STATUTES SECTION 46a-51	
<b>REPLACES/PREVIOUS TITLE:</b> WORK ATTIRE AND GROOMING POLICY	

**PURPOSE** All employees contribute to the culture and reputation of the Hospital in the way we present ourselves. A professional appearance is essential to a favorable impression with our patients, regulators, visitors, donors, and the community. Appropriate grooming and dress reflects employee pride and inspires confidence on the part of such individuals while at the same time ensuring a safe, comfortable, healthy, and respectful work environment.

**POLICY** It is the policy of the Hospital to set forth acceptable, professional and safe work attire and grooming standards for its employees. The policy states the minimum standards of appearance for all Hospital staff. Employees may be required to meet specific dress, grooming and hygiene standards such as wearing uniforms or protective clothing, depending on the nature of their jobs to meet the safety, infection control, and/or patient satisfaction/customer service needs and standards. Any employee who does not meet the attire and grooming standards will be required to take corrective action and may be asked to leave work until that action is complete. Repeated occurrences may be subject to coaching and counseling, up to and including separation of employment.

This policy applies to employees, students/interns, volunteers, travelers, and contract personnel.

1. It is the responsibility of all employees to maintain the standards set forth in this policy.
2. Managers and supervisors are expected to monitor and correct situations of non-compliance. This includes counseling employees whose appearance is inappropriate and to follow the coaching and counseling process as appropriate.
3. Individual units/departments may have additional work attire and guidelines specific to their area.

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4. Natural or artificial scents (perfumes, lotions, hair products, etc.) must be used sparingly and may be limited or prohibited where there is sensitivity to fragrances.
  - a. Staff members with noticeable tobacco or marijuana odor present may be asked to change into alternate clothing or sent home, on their own time/off the clock, to change.
  
5. Fingernails of all staff are to be clean and trimmed.
  - a. Employees who may have contact with patients, who handle equipment and supplies (including medications and food) that are used for direct patient care, or who come in contact with the patient environment; or other staff as identified by the Hospital are to adhere to the following:
    1. Fingernails may not exceed  $\frac{1}{4}$  inch beyond tip of fingertip.
    2. Nail polish, if worn, is to be well maintained and free of chips and cracks.
  
6. Jewelry, hair, and accessories must be discreet and appropriate, and not cause a safety or infection control concern.
  - a. Visible body piercings should be minimal and flush to the skin. Hoops or protruding piercings, other than earrings, are prohibited. Tongue piercings can impact communications and are also prohibited.
  - b. Tattoos and body art that are considered offensive, sexually explicit, racist, or threatening must be covered.
  - c. Head coverings are permitted if they are required for work, worn for medical or religious reasons, or are included in a protective hairstyle. Protective hairstyles include but are not limited to wigs, head wraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.
  
7. All clothing worn while at work must be neat, clean and in good repair. Clothing and attire should be discrete and not offensive or revealing. It needs to be free of sexually related references, foul language, or promotion of illegal drugs or other offensive material.
  - a. Lab coats, scrubs, or shirts with logos from another organization (unless the person is a student here on a clinical rotation) are not permitted.
  - b. Footwear must be safe, practical, and appropriate to the attire in the work area. Open toed shoes and footwear with holes (i.e. Crocs or like brands) are not permitted.
  - c. Sleeveless shirts/dresses are not permitted.
  - d. Halter tops, beachwear, leggings, denim/jeans, shorts (exception life guard staff), stockings or other stretch/form fitting leg coverings not worn with a skirt, dress or mid-thigh top are not permitted. Skirts/dresses should not be shorter than four inches above the knee.

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- e. HFSC name tags/ID badges must be worn above the waist and visible at all times while on duty unless there are job related reasons as approved by the department manager for not doing so. Staff are not permitted to display name tags or ID badges from other organizations.

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Non-clinical staff are invited to participate in Business Casual Dress Down Day each Friday. Clinical staff should follow their department specific policy.

Acceptable Business Casual Attire:

- Collared shirts, blouses, or dress tops
- Pants, khakis, or slacks
- Skirts or dresses at an appropriate length (no shorter than 4 inches above the knee)
- Sweaters or cardigans
- Casual dress shoes, loafers, flats, or clean sneakers

All business casual attire must be neat, clean, and not ripped, frayed, disheveled, ill-fitting or otherwise inappropriate. Denim, jeans, graphic t-shirts, tank tops, leggings, sweatpants, sweatshirts, hoodies, and open-toed shoes, or shoes with holes (i.e. Crocs or like brands) are not permitted on Business Casual Dress Down Days.

Staff may wear a HFSC shirt or a non-hooded sweatshirt on Fridays (one with the HFSC logo or other HFSC branded wear).