

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	414
		Original Date	06/16/1993
	Department: Personnel	Revised Date	02/29/2016
	Employee Dress and Grooming		

POLICY:

Employees will maintain a high level of personal hygiene and dress consistent with their job duties and generally accepted professional standards. In a mental health facility, the employee is expected to provide a model for the resident. The employee’s appearance is important in prompting the resident. Furthermore, the employee is also a representative of the institute and the State of Montana and must provide a favorable impression to the general public.

PROCEDURE:

1. For all employees, clothing must be clean, in good repair and not show excessive wear. Safety and sanitation, as required in the employee's job description, must be considered when the employee chooses work clothing.
2. Employees must be odor free, have hair clean and combed, and facial hair must be properly groomed, when they report for work.
3. No see through or low cut tops or pants that may draw attention to body parts. No undergarments shall be clearly visible or exposed.
4. Tops cannot have lettering or pictures that may be considered offensive to employees or residents. Graphics, small lettering denoting brand name or pattern are acceptable.
5. Hats and caps are not to be worn by employees unless allowed or required by the individual department.
6. Jewelry worn by employee must be appropriate to the work setting and project a professional image. Per USDA Food Code: Dietary Staff may wear wedding ring and plain wrist watch only.

- Facial piercings: a) two in each ear
b) one small stud (nose)

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Rings must be small enough to allow use of gloves, with no risk of tearing the gloves or catching on equipment. Tattoos generally should be covered and tattoos that cannot be covered cannot be offensive to employees or residents.

7. No keys or identification badges are to be worn around the neck via lanyards including ones with breakaway clasps.
8. All staff may wear jeans on Fridays. Jeans must be hole free and no skin visible.

DEPARTMENT SPECIFIC:**A. Nursing Service**

- a. Long hair must be pulled back or contained.
- b. MMHNCC strongly encourages direct care staff to wear scrubs however, it is not required.
- c. Shoes covering the toe are required. No hanging bracelets, necklaces, or dangling earrings are allowed. Tank tops, halter tops, crop tops, sweat shirts, sweat pants or wind pants are unacceptable. Shorts are allowed as long as they are knee length.
- d. Due to infection control and hand washing, no more than one ring may be worn on each hand.
- e. Fingernails must be kept short to prevent the possible spread of infection. It is also a safety risk. If an employee has artificial nails they must be reasonable in length and that employee must wear gloves while providing resident care or feeding.

B. Recreation

- a. Shoes covering the toes are required. Tank tops, sweatshirts, sweatpants or wind pants are not acceptable. Shorts are allowed as long as they are knee length.
- b. Fingernails must be kept short to prevent the possible spread of infection. It is also a safety risk. If an employee has artificial nails they must be reasonable in length and that employee must wear gloves while providing resident care, feeding or preparing food.

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C. Dietary

- a. Hair must be restrained by either a hairnet or cap.
- b. Shoes covering the toe are required. No hanging bracelets, necklaces, or dangling earrings are allowed. Tank tops, sleeveless tops, sweatshirt, sweatpants or wind pants are unacceptable. Due to infection control and hand washing, no more than one ring may be worn on each hand.
- c. Fingernails must be kept short to prevent the possible spread of infection. It is also a safety risk. If an employee has artificial nails they must be reasonable in length and that employee must wear gloves while providing resident care, feeding or preparing food.

D. Administration/Medical Records/Social Service

- a. Staff must be dressed in business-casual attire. All clothing must be appropriate for their department. Shorts are allowed as long as they are knee length.
- b. Tank tops, sweatshirts, sweatpants or wind pants are unacceptable.

E. Maintenance/Housekeeping/Purchasing/Laundry

- a. Shoes covering the toe are required. No hanging bracelets, necklaces, or dangling earrings are allowed. Tank tops, sweatpants or wind pants are unacceptable. Shorts are allowed as long as they are knee length.
- b. Caps are allowed.