



Windsor Elms Village

ADMINISTRATIVE MANUAL

Policy & Procedure

Title:	Dress Code Standards	Number:	AD 10-01
Section:	Human Resources	Date Created:	Sept 22, 2005
Sponsor:	CEO	Last Date Approved:	July 5/11; Nov 3/16; May 22/18; June 24/21
Author:	CEO	Next Review Date:	June 2024
Distribution:	All Staff & Volunteers	Approval:	Leadership Team

STANDARD

DHW Long Term Care Facility Program Requirements, Final February 2019

8.2 Systems and processes are in place to minimize risk to residents, staff, volunteers, visitors and the home.

WEV Guiding Principle

Safety is paramount. We keep each other safe so no one gets hurt. We intervene to prevent injury.

Respect, Kindness & Compassion for all.

WEV support **diversity and inclusion** for all.

RATIONALE:

Eden Domains of Well-Being – SECURITY

The standard of dress, hygiene and safety, in each area of the home, must comply with Occupational Health and Safety Regulations, and Infection Control Standards of the Windsor Elms Village.

Windsor Elms employees, volunteers and students are expected to project a professional and respectful image to residents, families, visitors and community, to uphold the confidence and respect of those who are served.

POLICY

All employees, volunteers and students are accountable for maintaining an appropriate standard of dress, conduct, appearance, and hygiene, reflective of a health care work environment, those we serve, and specific job activities, while maintaining a feeling of home.

PROCEDURE

1. Name Tags

All Windsor Elms employees, students and volunteers are required to identify themselves by wearing the security identification name tag that is visible at all times to the public. Guidelines for wearing name tags are:

- Name tags are provided by the Windsor Elms Village upon hire at no charge. If lost, staff are responsible for paying for a replacement tag.
- Alternative name tags are acceptable, as long they fulfill the following criteria:
 - Your name and role must be clearly printed (not italics)
 - Any picture on the name tag should be meaningful and appropriate

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- Does not need to have “WEV” on the name tag
 - Staff are responsible for the cost of any alternate name tag.

2. Clothing

Staff **must** always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear. Clothing with offensive or inappropriate designs which are discriminatory in nature are not allowed. Shorts that come to just above the knee are acceptable. Tank tops with wide straps are acceptable but spaghetti strap tops are not.

Exceptions: Central Kitchen Staff - Uniforms are preferred. Long hair must be completely pulled back at all times. Hairnets, caps or other effective hair restraints must be worn by Central Kitchen staff at all times while in the kitchen to keep hair from food and food contact surfaces.

3. Footwear

Ensure that footwear:

- Is safe, clean, in good repair, and appropriate for the specific work area.
- Meets safety standards where safety footwear is required.

Wear footwear that protects from the risk of injury, and that meets the following standards, if working in predominant resident care areas:

- Fully covers the front section of the foot and stays secured during all possible work conditions.
- Provides support and comfort for all duties

Exceptions: Croc or croc-like shoes are not permitted. Slipper-like footwear is not permitted. Central Kitchen staff must wear a closed heel at all times.

Those who work in administrative-like areas may wear open-toed shoes so long as they are non-slip and comfortable. Those staff should keep a pair of closed-toe shoes on hand should they be required to assist in other areas.

4. Jewelry / Accessories

- Fingernails are to be kept short and clean. Artificial (Fake) and acrylic or gel nails must not be worn. Chipped nail polish harbors bacteria and is not acceptable. Central Kitchen staff is not permitted to wear nail polish.
- Rings, bracelets, earrings and necklaces that are at risk for causing injury or contamination, are not to be worn. Rings with stones and bracelets impede effective hand hygiene and can be heavily colonized with bacteria. This puts all residents at risk of bacteria being transferred to them by the health care provider. Rings with stones and bracelets also put residents at risk of skin tears due to the resident’s fragile skin. A plain band is acceptable.

REFERENCES

Occupational Health & Safety Standards
Infection Control Standards
Food Safety Standards
ICPNS