

DRESS CODE/CELL PHONE POLICY

NO. 425

POLICY:

Winning Wheels strives to project a professional image to residents and visitors. It is essential that we are well groomed and appropriately dressed as we are representing Winning Wheels and are in a healthcare facility. This includes proper hygiene. Clothing should be odor free, debris free, and without rips or holes. It is essential that cell phones are not used while working.

PROCEDURES:

Upon hire, staff will receive a name badge. The name badge is part of the uniform and must be worn. Offensive tattoos including, but not limited to, coarse language, racial slurs, nudity, and hate group symbols, must be covered. If you have questions about your tattoo(s) or wish to discuss a future tattoo, talk to your supervisor or the Human Resources Director. Body piercings (eyebrows, lips, nose, etc.) are not allowed and must be removed or covered while on duty. Abnormal bruising of the skin (e.g., hickeys) will not be tolerated and must be covered. Hair must be stylized or worn as to not cause health and/or safety concerns for residents.

Direct care staff is prohibited from wearing jewelry that could interfere with resident's care. Large or dangling earrings have the possibility of being pulled out. Loose fitting necklaces can be pulled and broken.

Direct care staff is prohibited from wearing acrylic or false nails, or natural nails longer than ¼ inch in length. They are a potential source of cross contamination and possible injury to the residents.

Shoes must be slip resistant, and in good repair. "Croc" style shoes are prohibited. No sweat pants are to be worn. No hats/stocking caps will be allowed to be worn by staff. Hoodie sweatshirts (plain or WW apparel) are allowed but should not be covering one's head

Below are department specific dress requirements:

Housekeeping and Laundry: khaki scrub sets

Dietary: black scrub sets

Nurses: navy scrub sets

Nurse Aides: dark grey scrub sets

Restorative Aides: teal scrub sets.

Administration, Department Heads, and Social Services: business casual, no leggings

Activities/TR: royal blue polo and black bottoms, no leggings

Maintenance: navy blue polo and black bottoms

Transportation: dark gray polo and black bottoms

During warm/hot temperatures, Capri or crop length scrub pants are permitted. In colder months, lab jackets or fleece jackets may be worn over uniforms.

Fridays are designated as casual days. On casual days staff may wear jeans without holes and a Winning Wheels top. No other T-shirts/sweatshirts will be allowed if they are not Winning Wheels.

Cell phones are NOT allowed to be carried when working. No employee should be on their phone (ie: answering calls, etc.) when working with residents. They may be used while on break, either in breakroom, outside or in vehicles.

Dress code violations will result in being sent home without pay and one point assessed. Failure to return without notice will be considered job abandonment.

Approved:

Effective Date:
July 1st, 2025

Revision Date:
2/12; 1/14; 7/14;
2/15; 6/16; 3/17; 4/22

Change No.:

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Name:

Signature:

Date: