

## STAFF

### PROFESSIONAL APPEARANCE CODE

#### UNIVERSITY OF THE PACIFIC SCHOOL OF DENTISTRY

Integral to any health care facility's standards of excellence are the professional appearance and demeanor of every person contributing, directly or indirectly, to the care and management of patients. Deviations from accepted norms in appearance and behavior are detrimental to maintaining the high standards our patients expect and may cause them to question the standard of care offered at the School of Dentistry. We seek to extend to our patients, colleagues, and visitors a professional atmosphere in all areas of the School of Dentistry building. The following dress code guidelines for faculty, students, residents, and staff have been established to help foster and ensure an atmosphere of professionalism. These guidelines are in effect from 7:00 a.m. until 5:30 p.m., Monday through Friday, and extend until 9:00 p.m. on Monday and Thursday evenings. They are also in effect for all break periods within the academic year. For students, the guidelines are waived on designated examination days.

#### GENERAL ATTIRE

Men must wear a dress shirt with necktie, trousers, socks, and dress shoes or dress boots.

Women must wear either a skirt or slacks and blouse or a dress. Hosiery must be worn with skirts and dresses, and socks or hosiery must be worn with slacks. Dress shoes/dress boots must be worn. Trousers/slacks must reach the ankle. Skirts and dresses must approximate the knees in length or fall below them. Culottes which conform to the skirt/dress length standard are acceptable.

The following items apply to the general attire guidelines above:

- < A visible official school identification badge must be worn above the waistline at all times.
- < Jeans, stirrup pants, tights alone, leggings, and shorts are unacceptable.
- < Denim or denim-like fabrics are unacceptable.
- < When working in the clinic or laboratories, shoes must be worn to provide protection against accidental puncture injury. Open-toe shoes, sling-backs, moccasins or sandals are not allowed.
- < Clinical staff may wear sport shoes, but only clean white or black leather sport shoes, with no designs or patterns are permitted.
- < No caps or any other type of headgear will be worn.

Exceptions:

- < For male staff members, a necktie is optional if:
  - 1) the majority of the day's activities will require wearing a clinical gown;
  - 2) it is during a quarter break and no public contact is anticipated. This exception does not apply to personnel in the Administrative Area, Business Office, Human Resources, Clinical Sciences/Basic Sciences clerical support staff, Postgraduate Studies, Advanced Education in General Dentistry, International Dental Studies, Department of Dental Practice, Student Services, Student Store, and all Patient Care Areas;
  - 3) work is limited to the 6<sup>th</sup> floor research laboratories and no public contact is anticipated.

However, only shirts which are designed to be worn with a necktie or polo shirts with a collar are acceptable attire.
- < For Laboratory Services staff, a more casual attire is permissible with the following limitations:
  - 1) Shorts, cut-offs, tee-shirts, halter-type tops, gym or sweat clothes are not permitted.
  - 2) Jeans that are clean and are in good repair are permitted but NOT encouraged.
  - 3) Clean shoes and socks must be worn.
  - 4) No caps or any other types of headgear will be worn.
- < Apparel for employees who are engaged in the maintenance of the facility and the mail/printing operations is prescribed by Building Operations

PERSONAL HYGIENE

A. Hair

1. Men must be clean-shaven. Beards and mustaches are allowed, but must be clean, neatly trimmed, and well groomed.
2. When working with patients:
  - < Hair must be kept out of the field of operation.

- < Shoulder-length hair must be tied back so that it does not require handling during the treatment procedure.
- B. Personal Cleanliness
  - 1. Body hygiene is required so that offensive body odors are avoided.
  - 2. Strong perfumes, colognes, or after-shave lotions should be avoided.
- C. Fingernails
  - 1. Hands and fingernails must be kept immaculately clean.
  - 2. Fingernails must be kept trimmed and well manicured.

### CLINICAL GOWNS

- A. Clinic gowns must be worn by faculty, students, residents, and staff at all times when providing patient care, teaching in the clinics, or while handling contaminated instruments and equipment during clean-up. The backs should be snugly secured.
- B. Only gowns provided by the dental school may be used.
- C. Blue gowns are to be worn by students, green by faculty, and pink by staff. Special fluid-resistant gowns are provided in the oral surgery clinic for all individuals participating in surgical procedures.
- D. Gowns must be changed daily or more often if visibly soiled with blood.
- E. Gowns may not be worn in areas outside of the clinics such as restrooms, lounges, locker rooms, elevators, laboratories, etc.
- F. Used gowns must be placed in the receptacles which are provided in the clinics.
- G. Official school identification badges must be worn on the outside of the clinic gown.

### FACE AND HAND PROTECTION

- A. Exam gloves must be worn during all procedures. Sterile surgical gloves must be worn for surgical procedures.
- B. Jewelry must be removed from hands prior to washing hands and donning gloves. Jewelry and watches worn on the wrists must be covered by clinic gown sleeves during patient treatment.

- C. Fingernails must be kept short (no more than fingertip-length) to avoid puncture of exam gloves.
- D. Protective eyewear with side shields and a facemask, or face shield in combination with mask, must be worn for all splash or spatter producing procedures.

### LABORATORY ATTIRE

In all third-floor laboratories, staff will wear the general attire described above and clean and pressed blue laboratory coats.

### ENFORCEMENT

The spirit of the dress code is intended to nurture the professional image of the School of Dentistry. In addition, the stated guidelines provide for both individual and patient protection. It is hoped staff will cooperate by complying with the code without enforcement being necessary. In the case where enforcement is necessary, the supervisors will be responsible.

Enforcement will include the following actions:

1. Warnings.
2. Denials of access to clinics, classrooms, or laboratories through suspension of privilege.

If a warning is given, compliance with the dress code is expected within 24 hours of the warning. If patient care is involved, an offender may be required to leave the specified area for which he/she is not in compliance. However, an offender will not be required to leave until the patient contact has been completed. If an individual does not come into compliance with the dress code, the individual may be subject to further disciplinary action. Staff personnel who do not comply will be reported to the Director of Human Resources for disciplinary action.

All individuals have the right to appeal any warnings or disciplinary actions taken against them. Staff members may appeal to the Associate Dean for Business and Financial Services.

### CHANGES IN THE DRESS CODE GUIDELINES

Changes in the dress code can only be made by the Student Appeals Committee, whose membership includes three students and three faculty members. The committee will meet as necessary to evaluate the code, consider requests from constituencies, and make revisions when necessary. All modifications to the code, approved by this committee, must be further approved by the following:

- < The Dean of the School of Dentistry must approve changes for students.
- < The Administrative Council and the Dental Faculty Council must approve changes for faculty.
- < The Administrative Council and the Director of Human Resources must approve changes for staff.

Staff exceptions for special circumstances must be submitted in writing to the Dean for approval. Approval must be received in writing prior to any temporary exception to the dress code is allowed.