



**PRAIRIE NORTH REGIONAL
HEALTH AUTHORITY**

POLICIES & PROCEDURES

Number: 15651(P)
Category: Continuing Care – Home Care
Title: Dress Code Procedure

Approved by: VP Integrated Health Services

Blorinda King

Source: Director of Continuing Care
Date Effective: Feb. 13, 2013

Review					
Date:					
Initial:					

PROCEDURE

Good personal hygiene and neatness of attire while on duty is required for all Home Care employees.

In keeping with PNRHA Policy #6306 – Dress Code located in the Human Resources and Labour Relations Section., the following specifics apply:

1. Employees must wear clean attire appropriate and safe to the setting in which they work. Uniforms are acceptable. Clothing should be comfortable, not tight or restrictive.

Shorts and skirts are permitted providing they are no shorter than just above the knee in length.

Leggings are permitted, provided they are worn with a tunic type top that is to the finger tips in length.

Dark colored yoga wear pants/capris that are not formed to the leg and drape as a dress pant are acceptable. Yoga wear tops and jackets are acceptable provided they do not fall within the not acceptable category as listed below.

Blue denim jeans – regular/Capri/appropriate length shorts are not acceptable attire other than on casual Fridays providing the employee donates and wears the donation sticker to local foundation and if your program participates in casual Friday.

All other denim, including colored denim pants/capris/appropriate length shorts, and blue and colored denim skirts/tops/jackets are acceptable attire. Employees must consider the professional nature of Home Care work when choosing denim and or yoga type attire for the work day.

The following are not acceptable for any employee at any time:

- Halter tops, tube tops, tops with low cut/revealing necklines or gaping armholes
- Spandex or tight fitting pants

- Any clothing that is tattered, very worn or in ill repair.

2. All employees must wear sturdy closed-toe shoes with low heels and non-slip soles while in the client home/treatment room/IV room/client care areas in acute care/LTC. Employees must bring a second pair of shoes to wear inside the client home.

The following is not acceptable footwear for any employee at any time:

- Rubber/plastic/thin-soled flip flop type sandals.

3. Hair must be well-groomed and if longer, tied back when involved with direct client care or food preparation.
4. Fingernails must be kept at a length so as not to hinder job performance; create a possible risk to client, or interfere with care. Due to potential infection control issues, any area where an employee provides direct client care or may have exposure to bodily products/fluids, artificial or gel nails are prohibited.
5. Home Care employees shall not use scented products while in the workplace as per PNRHA OH&S policy IV-408.02.
6. All employees are expected to wear identification at all times during work hours and in all areas of work including the client home. The identification must be clearly visible to all clients/visitors/staff. Name tags must be worn above the waist.