



SUNY COLLEGE OF OPTOMETRY
UNIVERSITY EYE CENTER

Policy and Procedure: Dress Code and Appearance Standards

Procedure Number: D-3 **Page:** 1 of 2

Effective Date: 11/15/1990 **Revised:** 12/23/2013

Policy: Appearance is important, especially in a clinical setting. Your appearance is a reflection of you and how you feel about your work and the level of care you provide for our patients and visitors. Therefore, it is the policy of the University Eye Center that all employees present a neat, clean and professional appearance. This policy applies to all University Eye Center employees who are involved in direct patient care and/or are visible to the public.

Procedure:

1. Personal Cleanliness. Just as the cleanliness of the building and examination rooms reflects the quality of health care provided here, so, too, does the care employees take in presenting themselves to the public indicate their commitment to the highest level of patient care. Since health care employees are often physically close to both patients and co-workers, personal hygiene is of particular importance in the University Eye Center. It is for these reasons that all University Eye Center employees should pay close attention to their grooming habits. Bathing or showering, and using a deodorant, should be part of each person's daily routine. Hair, too, should be clean.
2. Clothing. What you wear, and how you care for it, is also an indication of your commitment to being a professional health care employee. Clothing style is a personal choice, but these guidelines apply to whatever you wear to work:
 - a. All items of clothing should be neat, clean, and properly laundered, dry cleaned or pressed.
 - b. Stockings or socks should be worn at all times.
 - c. There are some items of clothing that are not appropriate for wearing to work. The following items may **not** be worn while on duty: T-shirts with logos, shorts, sweat pants/shirts, faded, bleached, torn/frayed jeans or other clothing, low-back or back-less tops or dresses and tank tops may not be worn.
3. Other Personal Habits. Smoking is not permitted. Refrain from chewing gum when dealing directly with the public or with patients. Do not eat or drink in patient care/public areas.

4. Footwear. People who work in health care facilities are on their feet a lot. So, aside from how your footwear looks, it also plays a role in how your feet feel at the end of your day. Select a shoe style that provides both comfort and safety. Shoes should be clean, polished and in good repair. Slippers or house shoes cannot be worn and sandals are discouraged since your feet are not covered. This is a health and safety issue.
5. Jewelry. Wearing jewelry is appropriate as long as it does not interfere with patient care (such as dangling or sharp objects).
6. Identification. Your employee identification name badge must be worn in patient care areas at all times.
7. Laboratory coats/jackets should be worn where provided or required. Uniforms should be neat and clean.
8. Headwear. No headwear (hats, scarfs, etc.) is permitted. The only exception is for headwear of a religious origin.