

**WEST VIRGINIA UNIVERSITY  
HOSPITALS**  
*POLICY AND PROCEDURE MANUAL*

**Policy V.250A**  
**1st Effective 08/15/2018**  
**Revised 05/27/2021**  
  
**Reviewed 05/27/2021**

**DRESS CODE ADDENDUM**

**SCOPE:**

West Virginia University Hospitals, Inc. and Health Science Center locations.

**PURPOSE:**

The purpose of the Dress Code Addendum (to the [WVUHS Dress and Appearance Policy – v.250S](#)) is to establish standards of appropriate dress and appearance for those that work or volunteer at West Virginia University Hospitals.

For the purpose of this policy, staff and employees are defined as:

- WVUH Employees
- UHA Employees (including Advanced Practice Providers)
- Physicians
- Residents
- Volunteers
- Visiting Clinicians
- Students/Faculty
- Vendors
- All others that represent West Virginia University Hospitals

**RESPONSIBILITY:**

All levels of management, including department managers, supervisors and leads are responsible for teaching, role modeling and enforcing the Dress and Appearance policy through consistent application. Those found not to be enforcing this policy may receive progressive corrective action.

**GUIDELINES:**

- A. Uniforms may be required in hospital departments, especially those in direct patient care. Department uniform colors are approved and the coordination of all requests should go to the Director of Human Resources. Only white or uniform matching under shirts may be worn under uniforms or scrubs.

Colors and their respective departments include:

- Light Blue – Hospital scrubs only in areas per C.2. of this policy below.
- RNs and LPNs - White and/or Royal Blue (any combination)
- Clinical Associates & Medical Assistants - Teal Green Top / Khaki Bottoms / Teal Bottoms / White Bottoms
- Support Associates - Grey Top / Black Bottoms

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- Unit Clerks - Navy or White Top / Khaki Bottoms / Navy Bottoms / Gray Bottoms / Wine Bottoms
- Housekeeping - Navy Blue
- Cardiac Monitor Tech - Azalea / Navy Blue Bottom
- Heart and Vascular Imaging Services (HVIS) – Gray Top/Navy Blue Bottoms
- Radiation Therapists-Radiation Oncology – Eggplant and charcoal gray scrubs
- Respiratory - Green
- Children's Hospital Transport Team – Gray or Navy Top (Polo or Scrub) and Navy Blue Bottoms (Cargo or Scrub) or gray flight suit with blue stripes
- Volunteers – Light Gray Polo or Smock with Gray, Black, or Navy Dress Slacks
- Neuro Labs - Burgundy/Khaki
- Sleep Lab-Burgundy/Khaki
- Phlebotomist-Gray scrub pants and red scrub tops
- Dietitians - Sea foam (light) green
- Cardiology - Gray Top/Navy Blue Bottoms
- Telemetry – Pink Scrub Top or Pink WVU Medicine T-Shirt
- Care Management - Chocolate Brown and Tiffany Blue- (color coordination determined by dept. management)
- Malibu or grey tops and grey pants
- Ambulatory Clinical Support – (i.e. Ambulatory Care Assistant, Cast Tech, Ophthalmic Tech) Eggplant and black (color coordination determined by dept management)
- Ambulatory Clinics – Non-clinical staff working in an outpatient clinic wear Royal Blue polo shirts with WVU Medicine logo and Black pants.
- Hospital Registration – Royal Blue polo shirts with WVU Medicine logo and Black pants.
- Pharmacy-Caribbean Blue
- Residents- Jade Green
- Urgent Care – Navy Blue
- Facilities Engineering- Desert Sand shirt/Cargo pants
- WVU Medicine Children's employees may wear a child-friendly top with the designated colored bottoms.
- Flight medical crew will follow the established dress code policy of HealthNet, Inc.
- Emergency Department-Black Scrub Tops and Pants for Mental Health Specialists
- Chestnut Ridge Center Acute Unit staff may wear uniforms (Mental Health Specialist color is to be determined) or business casual attire that complies with policy. Residential Unit staff may not wear uniforms.\*Designated colors as noted above will not be permitted to be worn by employees unless they are assigned and working to that area

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- Hats may only be worn when they are a part of the uniform as defined in the department specific policy.

**B. Identification Badge:**

1. An approved identification (ID) badge must be worn in a location that is above the waist. The employee name and photo must be visible.
2. An employee may request that only his/her first name or a preferred first name appear on the ID badge by completing a request form available in the Human Resources Department and maintained in his/her personnel file.
3. If applicable to the employee's role and unit the Ecolab-badge must be worn in conjunction with the identification badge and properly utilized according to the hand-hygiene policy

(Staff members are accountable for compliance with the standards in this policy and any department, unit or location standards. Staff members who do not comply with this policy will be coached on the necessity of wearing their Ecolab Badge. Repeated offenses of the Dress Code policy will result in progressive corrective action.)

4. Lost Identification and Ecolab Badges can be replaced at the local Human Resources office at a cost of \$5 and \$45 respectively.
5. It is the manager's responsibility to return the identification badge and Ecolab badge to the Human Resources office upon the employee's termination.

**\*\* No other colors will be approved for a role or department.**

- C. Appropriate West Virginia University T-Shirts or Polo shirts may be worn on both away and home football game days. Appropriate shirts may also be worn on Friday when a game is scheduled for Saturday.**

**D. Hospital Scrub Suits**

1. Only Hospital personnel are permitted to wear Hospital provided scrub suits. It is a violation of this policy to wear Hospital provided scrub suits outside of the Hospital. Under no circumstance should Hospital provided scrub suits be worn outside of the Hospital and back again nor should they be taken off of the Hospital premises without express written authorization from a Department Director. An exception to this practice is the circumstance when an employee has their personal scrub/clothing contaminated and must change to Hospital provided scrub suits to complete their shift assignment or to go home. In this situation the employee is allowed to wear the Hospital

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provided scrub suit home but must return them to the Hospital on their next assigned shift and deposit them in a soiled linen return bin for proper processing.

2. Medical Staff and Hospital staff are authorized to wear hospital provided blue scrub suits only in the following work areas:
    - i. Operating Room
    - ii. Recovery Room
    - iii. Radiology (mobile and Operating Room technologist)
    - iv. Labor and Delivery
    - v. Cardiac Catheterization Lab
    - vi. Central Processing
    - vii. Pathology Gross Lab(s)
    - viii. Pharmacy (per department policy)
    - ix. Special Diagnostics
    - x. Bone Marrow Unit
    - xi. Clinical Laboratory (morgue)
  3. It is the responsibility of individual department supervisors to ensure that their employees wear scrub suits only as required in designated areas.
  4. Hospital security staff may question employees leaving the Hospital wearing hospital provided scrub suits and report violations to the offending employee's supervisor.
  5. Individual departments (not listed above) that desire to wear scrub suits in their department may do so at the employee's expense and in accordance with this policy, department policy, and WVUHS Dress and Appearance Policy V.250S. Colors chosen must be approved by the respective Department Director and may not be designated ceil (light) blue as the standardized color for use in the Hospital. An employee purchasing scrub suits for wear in his/her department will be responsible for laundering the scrub suits.
- E. Offsite non clinical locations such as the Operations Support Center, Data Center, Scott Avenue, Health Sciences Center Building and the Child Development Center, etc. may establish department policies that differ from this policy. Any such policy should be approved by the VP or VPs with responsibility at that location as well as the Director of Human Resources. Any employee working at an offsite location must comply with the Hospital policy when performing work duties at the Hospital.

**Cross References**

- A. [WVUHS DRESS AND APPEARANCE POLICY – v.250S](#)
- B. **WVUHS Corrective Action and Discharge Policy – V.230S**
- C. **Hand Hygiene Policy – IV.190**

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Albert L. Wright, Jr.  
President & CEO

Author: Director, Human Resources

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