

OTSEGO MEMORIAL HOSPITAL  
Gaylord, Michigan

DATE: 10/94

POLICY AND PROCEDURE MANUAL

REVIEWED REVISOR  
01/06, 04/08 08/03, 06/10  
11/12, 11/14

DEPT./ AUTHOR: Environmental Services/C. Corby  
DISTRIBUTION: Administration

**RE: Dress Code Code #EVS.d.03**

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**POLICY:**

All Environmental Service personnel shall adhere to the following guidelines for appropriate dress.

**PROCEDURE:**

1. Environmental Service personnel will wear all solid navy pants (no jeans or sweat pants) with solid or printed tops. Shorts or tank tops are not allowed.
2. Shoes are to be white and must have rubber soles. Shoes should be made of leather to protect feet from possible falling objects.
3. No hats are to be worn indoors unless they are provided by the hospital for the employee's protection.
4. Environmental Service personnel will be neat, clean, and professional in appearance.
5. Jewelry and perfume will be kept to a minimum.
6. Gloves and goggles are to be worn at all times.
7. Name tags must be worn at all times and displayed in an appropriate place so that it can be clearly seen.

Approved by: \_\_\_\_\_  
Administrative Representative

Date: \_\_\_\_\_

Signed copy on file in Administration