


Name of Policy: Dress code: FSW, cook/baker, cashier, stock, clerk 2 Food and Nutrition Services (FANS) Dress Code Policy Number: 3364-104-804 Approving Officer: Chief Executive Officer Responsible Agent: Food & Nutrition Management Scope: University of Toledo Medical Center, Food & Nutrition Services		 Effective date: Original effective date: 8/2002	
Key words: Dress, Code, Nutrition, Uniform, Employee			
	New policy proposal	<u>X</u>	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Clothing worn by Food and Nutrition Services (FANS) employees will follow department specific guidelines and be maintained to meet safety and sanitation requirements.

(B) Purpose of policy

To provide a dress code for Food and Nutrition employees.

(C) Procedure

(1) Uniforms:

(a) FANS will provide all staff members with 3 sets of uniforms (shirt and pants) and 1 sweater.

- (i) Department managers will determine what is considered excessive wear and tear on uniforms before they may be replaced.
- (ii) Employees have the responsibility for cleaning, mending, and maintaining their uniform in good repair, so that when worn each day they present a professional appearance.
- (iii) Approved Uniform shirts may be worn with the top button unbuttoned.
- (iv) If the employee chooses to wear a shirt beneath the uniform top, it must be a plain, solid colored white, navy, grey, or black shirt beneath their appropriate uniform.

(b) Uniforms will consist of the following:

- (i) Black pants, elastic (department issued or approved)
- (ii) Department issued, blue polo shirt
- (iii) Hairnet and disposable aprons must be worn over the issued uniform when food handling or in food prep areas.

- (a) Disposable aprons must be discarded whenever soiled or when the employee leaves production areas (i.e., going to restroom, break, changing tasks, etc.).
- (2) HAIR
- (a) Hair must be clean, completely covered, under control and off the collar.
 - (b) This applies to all food service or production areas.
 - (c) Employees must wear a surgical cap, or a hair net provided by the department.
 - ~~(d) Appropriate UT hats may be worn by employees not assigned to direct patient care (cooks, dish washers, and bistro employees). Hair must still be completely covered.~~
 - ~~(e) Employees assigned to tray passing may only wear a hairnet.~~
- (3) FACIAL HAIR
- (a) All male employees must maintain be clean-shaven prior to scheduled starting time-neatly trimmed beards, mustaches, and sideburns are to be kept neatly trimmed.
 - (b) The management of the Food & Nutrition department reserves the right to require beard restraints to be worn by those employees wearing beards.
- (4) SOCKS/SHOES
- (a) For safety, all shoes must be slip and water resistant, have a tough exterior with rubber soles, and cover the entire foot.
 - (i) No “Croc-style” shoes with exposed uppers are allowed.
 - (b) Socks must always be worn by employees which reach to a level above the ankle bone or higher with pants uniform. No bare legs should be visible.
 - ~~(c) Employees should provide mostly all white or mostly all black shoes that cover the entire foot.~~
 - ~~(d) Shoes must be sturdy and also must be made of a polish-able material or leather uppers in the case of athletic style shoes.~~
 - ~~(e) For safety, all shoes should have slip-resistant or rubber soles.~~
- (5) FINGERNAILS (Effective Immediately)
- (a) Nails must be clean, unpolished, well-trimmed, and no longer than ¼ of an inch from the end of the finger.
 - (i) Artificial nails, overlays, etc. are not allowed.
 - (b) Employees must immediately comply with the Health Department Law in Food Service-remain in compliance with all applicable Department of Health, CMS, and hospital guidelines regarding fingernails.
 - ~~(c) Disciplinary action may be taken if you do not comply with this policy. (PER POLICY 05-087)~~
- (6) GLOVES
- (a) The use of disposable gloves is necessary when:
 - (i) Handling food that is “ready to eat” or food that requires no further cooking.
 - (ii) Collecting, clearing soiled patient trays in the dish room, or taking off cleaned dishes from machine.
 - ~~(iii) Collecting soiled patient trays.~~
 - (iv) In any other instance where glove usage would be required by University and/or food safety guidelines.

- (b) The use of gloves does not prevent cross-contamination. Gloves must be changed when they become soiled, torn, or if they have been in contact with raw food products, such as meat, poultry, or fish.
- (c) Hands must be washed whenever gloves are changed. Dispose of gloves prior to leaving the work area.
- (7) JEWELRY/ELECTRONICS
 - (a) Visible jewelry is not to be worn with the uniform except for:
 - (i) One ring (i.e., wedding set or class ring).
 - (ii) Small earrings (no larger than a nickel) & no dangling of any form.
 - (iii) One necklace (plain chain) not to hang below the collar bone.
 - (iv) Official pins **issued from University related functions.**
 - (v) Facial piercings **of any kind need to be removed or covered must follow health department, hospital, and CMS guidelines.**
 - (vi) No wristwatches, bracelets, etc. may be worn, as they impede handwashing.
 - (b) Personal electronics (earbuds/headphones/mobile devices/etc.) impact awareness and may not be utilized in production areas
- (8) SWEATERS
 - (a) A department issued sweater may be worn over the employee's respective uniform.
 - (b) No other jacket/top may be worn without express manager permission.
 - (c) Hooded garments may never be worn in the department.
- (9) ROCKET FRIDAYS
 - (a) Employees may wear business appropriate, UT logoed shirts on Fridays or other, manager approved days.
 - (b) **Employees must still wear department issued pants.**
- (10) ENFORCEMENT OF POLICY
 - (a) In the event an employee reports to work without the proper uniform, he/she will be instructed to be in complete uniform on their next scheduled day to report to work. This will be documented in the employees file as **coaching and informal counseling.**
 - (b) If the employee shows up for work **on the** a second time after being having already been **coached** directed to be in uniform **for the first time of being at work out of uniform, at this time** the employee may be subject to an investigation and subsequent disciplinary action based on the standards of conduct. **the next level of discipline action.**

<p>Approved by:</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <hr/> <p>Date</p> <hr/> <p>Joshua Krupinski Director, Food & Nutrition</p> <hr/> <p>Date</p> <hr/> <p><i>Review/Revision Completed by: Director, Food & Nutrition</i></p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: 8/2002</p> <p>All Review/Revision Dates: 7/05 7/1/2011 7/1/2014 3/3/2017 4/23/2019 5/3/2022</p> <p>Next review date:</p>
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