

JORDAN VALLEY EMS AUTHORITY POLICY

POLICY #: 106.7.1.4

SUBJECT: DRESS CODE AND HYGIENE

CAAS STANDARD: 106.7.1

SCOPE: ALL EMPLOYEES AND VOLUNTEERS

PURPOSE:

This policy was created to ensure that all employees are dressing in a way that is both presentable and safe.

POLICY:

All uniformed and non-uniformed Authority personnel will follow the directives prescribed in this policy while at work, representing the Authority or wearing Authority uniforms. Employees should use good common sense when dressing for work. Field Supervisors or management have the right to ask an employee to remove, cover or change out of any article of clothing or accessory thought to be offensive or not conforming with this policy.

PROCEDURE:

I. GENERAL APPEARANCE ALL EMPLOYEES

Jewelry

Jewelry will be conservative and will not consist of dangling earrings or necklaces. Employees need to be cognizant of the amount of jewelry worn for the safety of the employee. Dangling or hanging jewelry presents a real safety hazard. Management reserves the right to limit or not allow any jewelry that is considered to be a safety hazard or offensive.

Not applicable to office staff or those not on duty.

Piercings

Employees will not display piercings in view of the public except earrings.

Tattoos

Tattoos will not be allowed to be exposed on the face / neck. Tattoos on the arms with questionable graphics or content will be required to be covered by a long sleeve shirt.

Scarves, hats or garments

The Authority is respectful of an individual's right to religious expression and wish to encourage a diversified and multicultural workplace. However the Authority also has a responsibility to its employees, clients and the public to ensure their safety. Employees will be asked to refrain from wearing items contrary to this policy that may place themselves or others at risk of injury as a result of their job duties. These safety issues can include but not be limited to entanglement or entrapment, choking hazards or decreased visual acuity.

Hair

Hair should be shoulder length or secured behind the head with an appropriate device in such a manner that it will not dangle into the work area or present a strangulation or entrapment hazard.

Facial hair:

Facial hair should be shaved regularly with no multi-day growth. If an employee chooses to have facial hair, it must be neat and trimmed. Field personnel will only be allowed to have mustaches or goatees so long as they do not interfere with the proper seal of an N95 mask or other respiratory PPE. Field personnel will be discouraged from having beards as they will clearly interfere with the proper seal of an N95 or other such respiratory PPE.

General Hygiene

Employees are expected to report to work with acceptable hygiene. Employees who have an unkempt appearance or omit an offensive odor will be asked to correct the problem and likely will be sent home to

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do so without pay. Additional disciplinary action may be warranted for chronic offenders.

Items specifically not allowed

The following items will specifically not be allowed: Revealing or explicit clothing, clothing with offensive or suggestive graphics, clothing with graphics advertising liquor, alcoholic beverages or tobacco products, clothing with graphics suggesting or promoting illegal drug use, excessively short skirts, shorts of any kind, spandex pants, clothing exposing bare midriffs, or clothing promoting violence.

II. FIELD PERSONNEL

Uniforms will be worn at all times by field personnel when operating on ambulances unless otherwise allowed by supervision, or in emergency cases. When wearing a Authority uniform it will remain presentable, and complete in accordance with this policy, whenever in view of the public.

Employees will be responsible for maintaining uniforms in a presentable condition. Employees will be responsible for cleaning and laundering their own uniforms. Damage to uniforms must be reported promptly to a supervisor. Upon separation of employment an employee is required to return all uniform items in good condition. The Authority will seek financial and legal remedies to facilitate the return of uniform items issued or payment for uniform items issued and not returned.

Uniform shirts

Uniform shirts will be issued by the Authority and will match current Authority uniform colors.

Uniform pants

Uniform pants will be issued by the Authority and will match current Authority uniform colors. The pants will be maintained in clean and presentable condition. When worn by the employee the pants will not be bloused or tucked into boots unless circumstances require the employee to do so for their safety.

Jackets / coats

Authority employees will wear only the Authority issued jacket or coat unless a specific situation calls for a different outer garment for the safety of the employee. No patches will be affixed to the Authority coats by employees. The Authority may have an Authority patch affixed on either or both sleeves or the front breast of the coat as deemed appropriate by the Authority.

Footwear

Uniformed employees will be responsible to purchase and maintain their own footwear. Footwear will be black in color, polished and clean. Footwear will consist of hard sole above the ankle boots with closed toes. Footwear with laces will remain laced up at all times.

Hats and caps

Employees will be allowed to wear only ball caps or knit hats that are black or navy in color and have the Authority logo on them or no logo at all. No other hats or caps will be allowed unless required at a specific time for the safety of the employees i.e. cold weather conditions. .

Rain gear

The Authority employees will be allowed to wear personal rain gear during inclement weather. The rain gear must comply with ANSI 107 -2004 standards or higher for high visibility. Otherwise the employee will be required to wear a high visibility vest over said rain gear.

High visibility Safety Vests:

In accordance with 23 CFR 634 and/or the U.S. Department of Transportation Manual on Uniform Traffic Control Devices all employees operating at an incident on or adjacent a roadway will wear a Authority

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supplied high visibility vest. These vests will also be worn at fire scenes, mass casualty scenes or when requested by an incident commander on scene or Authority supervisor.

Attire for sleeping in stations:

The Authority maintains some EMS stations that do not have separate sleeping quarters. The Authority must also maintain appropriate response standards that do not afford EMS crews being dispatched to calls that allow time to dress or change clothing. It is expected the crew members will be dressed or in uniform in an appropriate timeframe.

Dress Uniform:

Dress uniform consists of department-issued, long-sleeved white shirt. American flag patch on left sleeve, department patch on right sleeve, name plate above right pocket. Black tie, black dress pants.

III. JVEMSA APPROVED PINS AND COLLAR INSIGNIA DIAGRAM

General pins

May be issued by the Authority or purchased individually by the employee

1. Name plate - Gold, worn above the pocket flap right side
2. Badge – worn above the left pocket
3. Flag pin
Worn above the left pocket above all other commendation bar

CPR Save

This is awarded to any field employee directly involved in delivering a patient who was in cardiac arrest to the hospital with spontaneous return of circulation at the time of arrival at the hospital. Worn on the flap of the right pocket.

Stork Pin

These are awarded to employees who deliver a live birth baby in the field or prior to turning over care at the receiving facility. Blue is for a male delivery, pink for a female deliver. Worn on the flap of the right pocket.

Employees may wear the above prescribed commendations even if earned at another service. Commendation ribbons or pins awarded other than these by outside agencies may only be worn with approval from management.

POLICY HSTORY:

Implemented February 1, 2015