

**WEST VIRGINIA UNIVERSITY  
SCHOOL OF DENTISTRY**

**POLICY ON PROFESSIONAL APPEARANCE  
AND ATTIRE**

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**WVU SCHOOL OF DENTISTRY  
POLICY ON PROFESSIONAL APPEARANCE AND ATTIRE**

**Introduction**

Health Sciences students, staff, and faculty are required to place a high value on personal appearance, including attire. Concerns for infection control, communication, and cultural sensitivity have dictated the development of this policy. This policy governs the dress of all faculty, staff and students of the School of Dentistry.

Patient trust and confidence in the dental practitioner constitute an element essential to successful treatment experiences and outcomes. The message communicated by the care giver through her/his dress and appearance plays an elemental role in establishing this trust and confidence.

**Enforcement of Policy**

Faculty, staff and students are responsible for the enforcement of this policy. Infractions should be addressed immediately with the offending party and corrective action should be taken. The student/employee may be asked to leave and change into appropriate attire. Incidents must be reported to the party's immediate supervisor as follows:

<b>Student/Employee</b>	<b>Supervisor</b>
Graduate Students/Residents	Graduate Program Directors
Dental students – 1 <sup>st</sup> year, 2 <sup>nd</sup> year	Advisors
Dental students – 3 <sup>rd</sup> year, 4 <sup>th</sup> year	Team Leaders
Dental Hygiene students – 1 <sup>st</sup> year, 2 <sup>nd</sup> year	Program Director
Dental Hygiene students – 3 <sup>rd</sup> year, 4 <sup>th</sup> year	Clinic Supervisors
Staff	Director of Clinical Education and Patient Care
Faculty	Associate Dean for Clinical Education and Patient Care

Supervisors will be responsible for documenting incidents (see form attached) and counseling individuals who violate the policy on Professional Appearance and Attire. If trends in policy infractions are noted for an individual, the supervisor must report them to the Dean for a faculty or staff member or the Associate Dean for Academic Affairs if a student is involved.

**WVU School of Dentistry  
Dress Code Violation Form**

Date incident took place \_\_\_\_\_

Date reported \_\_\_\_\_

Name of person reporting incident \_\_\_\_\_

Name of person violating policy \_\_\_\_\_

Nature of the violation:

Action taken:

Date of counseling session \_\_\_\_\_

Outcome of counseling session with supervisor:

\_\_\_\_\_

Signature/Supervisor

\_\_\_\_\_

Signature/Student, Faculty, Staff

**Copies of this form can be found on the intranet site under “Clinic Reference Materials” or in Room 1055.**

## I. UNACCEPTABLE DRESS

The following dress is unacceptable for all faculty, staff, and students of the School of Dentistry in any location of the Health Science Center during the hours of 8:00 am to 5:00 pm daily (while school is in session and during breaks):

- Denim jeans, dresses, jackets, shirts or skirts regardless of color, cargo pants, leggings, form-fitting pants, i.e., yoga or sweat pants, cut-off pants, or shorts
- Tight clothing (Clothing must be of sufficient size to conceal undergarments, tattoos, piercings and/or exposed skin and waistbands must be worn at waist level)
- Midriff tops, tee shirts, halters, tops with revealing necklines, single or multiple tank tops unless covered by an acceptable jacket, shirt or sweater
- Baseball caps

## II. STANDARD ATTIRE IN HEALTH SCIENCES CENTER, EXCLUDING CLINIC

### A. DRESS CLOTHES (Women)

1. Dress slacks, crop pants, or capris
2. Dresses, skirts, skorts just above the knee or longer
3. Blouses/dress shirts
4. Clean dress shoes

### B. DRESS CLOTHES (Men)

1. Dress slacks
2. Dress crew or collared shirts
3. Clean dress shoes

### C. SCRUBS

1. Scrub tops and pants of matching and appropriate color must be worn as a set (See Section II.C.7). **Staff** may wear matching print or solid scrub tops.
2. Pants must be permanently hemmed so they do not drag on the floor.

3. Scrubs must be clean and free of wrinkles.
4. Coordinating scrub jacket or a white lab coat over scrubs is recommended when not wearing a disposable cover gown.
5. A clean plain crew or v-neck shirt with long or short sleeves (no turtlenecks) may be worn. Shirts must be tucked in under scrubs
6. Scrubs must be of sufficient size to conceal undergarments, tattoos, piercings and/or exposed skin, and waistbands must be worn at waist level
7. **Student** scrubs sets must be a solid color. Coordinating scrub jackets may be a matching print. **Scrub tops or white lab jackets with the school logo are not permitted to be worn outside of the building unless the individual is conducting official School business.**

D. MISCELLANEOUS INFORMATION REGARDING STANDARD ATTIRE

1. Standard attire must be worn by all faculty, staff, and students between 8:00 am and 5:00 PM from Monday – Friday; students attending evening classes must also wear standard attire
2. Logo scrub tops must **not** be worn outside of the building.
3. Sweatshirts may only be worn when in a classroom or when entering/exiting the building for climate reasons.
4. Adequate precautions must be taken to maintain good personal hygiene. Such precautions include regular bathing, use of deodorants, shaving, clean and tidy hair and regular oral hygiene.

III. CLINIC ATTIRE

- A. Personal protective equipment (PPE) -- glasses with side shields or face shields, masks, gloves, and disposable gowns -- must be worn during all patient treatment and may be worn from one treatment area to another. **PPE may not be worn until patient arrival and may not be worn outside the dental school clinical treatment areas.**
- B. Small posts, balls, or earrings of less than 1 inch length may be worn **only in ear lobes (maximum of two holes per ear)**. Body piercings in other locations must

not be visible. Plain wedding bands and watches are permissible. No bracelets, dangling jewelry or other rings may be worn. Exceptions may be made for cultural reasons.

- C. Visible tattoos are not part of an overall professional appearance. If hired/admitted with visible tattoos, the tattoo(s) is/are required to be covered as much as is possible unless such covering of the tattoo creates a safety or infection control issue. Such exceptions must be approved by the Associate Dean or Director for Clinical Education and Patient Care. All materials used to cover tattoos or piercings must be approved in advance by the Associate Dean or Director for Clinical Education and Patient Care. Any covering of tattoos or piercings that does not support the effort of the School of Dentistry to create a favorable impression to our patients will not be permitted.
- D. Hair must be secured neatly away from the operator's face. Hair longer than collar length must be secured in the back of the head. Hair cannot touch the collar. Hair cover (caps, bandanas, etc.) is prohibited. Culturally required hair cover must be laundered daily. Feathers and ribbons in the hair are not permitted. Acrylic headbands, clips, etc. that can be cleaned are acceptable.
- E. Males must shave daily. Beards and mustaches must be grown during sufficient recess from school to ensure that they are mature and tidy when in clinic. Beards and mustaches must be neatly trimmed. Facial hair must be covered by a pleated mask any time dental procedures are being performed for a patient.
- F. Hosiery, socks, and close toed shoes must be worn by all faculty, staff and students involved in direct patient care. Shoes must be **clean with closed toes and a solid upper surface** accompanied by clean, appropriately colored socks or hosiery of sufficient length to cover exposed skin. High-heel dress shoes should have heels no higher than 3 inches including platform.
- G. Clean short fingernails must be maintained so they will not penetrate gloves or pose a safety risk or violation of infection control guidelines. Artificial nails and colored nail polish are prohibited. Clear or flesh colored nail polish is acceptable.
- H. Clothes that smell of smoke, strong colognes, strong perfumes, and strong hair spray must be avoided.

- I. School of Dentistry UPC identification cards are to be worn on external garments by all individuals in the HSC. The protective clinical gown must be in tact at all times; therefore pens, ID, etc. must be worn beneath the gown. School, honor pins, etc. may be worn **only** on standard attire.

#### IV. LAB ATTIRE

- A. Standard attire (dress clothes or scrubs). Dress clothes may be covered with a lab coat or disposable gown to protect clothing. (See II. C. 4, 7). Until air handling issues in the labs and classrooms are resolved, visible tattoos on areas of the body that are normally exposed will not require coverage in these settings.
- B. Shoes must be **clean** with **closed toes and a solid upper surface** accompanied by clean, appropriately colored socks or hosiery of sufficient length to cover exposed skin.
- C. Goggles or full coverage glasses with side shields.
- D. Facial masks for procedures involving splatter and chemicals.
- E. Hair must be secured neatly away from the operator's face. Hair longer than collar length must be secured in the back of the head. Hair cannot touch the collar.
- F. Plain wedding bands and watches are permissible. No bracelets, dangling jewelry or other rings may be worn.
- G. Faculty in charge of laboratory personnel will determine their appropriate dress code based upon their job functions.

#### V. CENTRAL PROCESSING

Due to the constant exposure to contaminated material, machinery, and chemicals, central processing employees will be provided scrubs by the School of Dentistry. These scrubs **must be worn only at the Health Sciences Center (HSC), and they must be changed upon arrival and before leaving the HSC.** When outside of the Central Processing area, employees must wear a lab coat (provided by the SOD) over the scrubs. In addition, **a disposable gown must be worn over the scrubs when an employee is in the decontamination area of Central Processing.**

## **VI. SPECIAL OCCASIONS/EVENTS**

The Dean may announce/allow a dress reflective of a special holiday at his/her discretion during the year. This dress must not interfere with job function or the educational process and must not pose a safety risk or violation of infection control guidelines.

Furthermore, he/she may also require a particular form of dress for special dental school events, such as Alumni Day.