WEST VIRGINIA UNIVERSITY
SCHOOL OF DENTISTRY

POLICY ON PROFESSIONAL APPEARANCE AND ATTIRE

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Introduction

Health Sciences students, faculty and staff are expected to maintain high standards of professionalism, including personal appearance and attire. This policy establishes guidelines designed to promote infection control, safety, and effective communication while prioritizing patient welfare and supporting the education mission of the School of Dentistry.

Professional appearance plays an important role in establishing patient trust and rapport, which are essential to the patient care experience. Faculty, staff and students are expected to present themselves in a manner that demonstrates professionalism, respects patient perspectives and helps patients feel comfortable and confident in their care. Personal appearance and attire are considered components of professional conduct and may be included in evaluations.

The following guidelines establish expectations for dress and appearance to support a professional healthcare environment and foster positive relationships between patients and care providers. When the dress code for a specific clinic or rotation differs from this policy, the more stringent or conservative requirements must be followed.

Appropriate attire is expected to be worn by faculty, staff, and students when attending all learning experiences/meetings at the Health Sciences Center, which includes but is not limited to:

- All courses, rotations and clinical sessions
- Late or evening laboratories and clinics (open lab)
- Meetings and/or other activities
- Study groups/Library
- Anytime on HSC campus

Enforcement of Policy

All faculty, staff and students share responsibility for the enforcement of this policy. Infractions should be addressed immediately and corrective action enforced. The individual may be asked to leave the learning/work site and change into appropriate attire. Incidents will be reported to the individual's immediate supervisor.

Violations of this policy should be submitted through the anonymous reporting link. The complaint will be forwarded to the appropriate supervisor.
https://dentistry.wvu.edu/students/dds-student-resources/

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

Supervisors will be responsible for documenting incidents (see form below) and counseling individuals who violate the policy on Professional Appearance and Attire. If infractions are repeated for any individual, the supervisor must report this to the Dean.

Student scheduling privileges will be suspended for 24 hours following the first offense. A second offense will result in a 48-hour suspension and a formal letter placed in the individual's file. A third offense will result in a 72-hour suspension and a meeting with the Academic and Professional Standards Committee. Failure to comply with this policy may result in sanctions up to and including dismissal.

WVU School of Dentistry Dress Code Violation Form

Incident Date _____

Date reported _____

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

I. UNACCEPTABLE CLOTHING

The following dress is unacceptable for all faculty, staff, and students of the School of Dentistry in any location of the Health Sciences Center while school is in session and during breaks:

- Denim attire (jeans, dresses, jackets, shirts or skirts) regardless of color.
- Cargo pants, form-fitting pants (yoga or sweatpants), cut-off pants.
- Leggings (Leggings may be worn if they are covered by a tunic that extends just above the knee or longer)
- Tight clothing (Clothing must be of sufficient size to conceal undergarments, body piercings excluding the ear, inappropriate body art/tattoos and/or exposed skin, and waistbands must be worn at waist level)
- Midriff tops, tee shirts, halters, tops with revealing necklines, tops that are revealing of undergarments (unless camisole/tank is worn under to cover undergarments), single or multiple tank tops unless covered by an acceptable jacket, shirt or sweater
- Baseball caps, hoodies covering head, tops with hoods or hats of any kind
- No rubber flip-flop shoes or slides

II. STANDARD ATTIRE IN HEALTH SCIENCES CENTER

A. Dress Clothes

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

B. Personal Hygiene

1. Appropriate personal hygiene must be maintained. This includes regular bathing, use of deodorant, clean and tidy hair, and regular oral hygiene. Facial hair must be clean, neatly trimmed and maintained in a professional manner that does not interfere with infection control policies.
2. Blemish adhesive patches that are clear or skin toned are permitted. Patches must be plain, without colored designs, decorative patterns or non-traditional shapes.
3. Tattoos that display profanity, racist or discriminatory content, gang-related imagery or affiliations, nudity, sexually explicit content, or other offensive or inappropriate material are not permitted to be visible and must be completely covered while on the School of Dentistry premises or related activities. Any covering used must be professional in appearance and must not create a safety or infection control concern. Questions regarding whether a tattoo meets these criteria will be referred to the appropriate School of Dentistry leadership for review.

C. Hair and Fingernails

1. Hair should be a natural color (ex. blue, pink, green, etc. hair colors are unacceptable.)
2. Fingernails must be kept at a length that is consistent with job performance duties. (Individuals with clinical and/or laboratory responsibilities must be in compliance with section III).

D. Scrubs

1. Faculty and staff members may wear scrubs of their choosing, provided they are clean, properly fitted, professional in appearance, and comply with this policy and applicable safety and infection control requirements.

Scrub tops and pants must be worn as a matching set.

2. Each dental class is assigned a specific scrub color and all students within that class must wear the color designated for their class and the scrub brand specified by the School of Dentistry. The Clinical Science Subcommittee and the Infection Control and Professional Attire Committee will determine the designated scrub colors and brand. The rotating class colors are Ceil Blue, Grey, Royal Blue and Navy. Student names must be embroidered on scrub top. Students who change class status for academic reasons will have 4-6 weeks to transition to the scrub color assigned to their new class.
3. Scrub pants must be permanently hemmed so they do not drag on the floor.
4. Scrubs must be clean and free of wrinkles.
5. Coordinating scrub jacket or a white lab coat over scrubs may be worn when a disposable gown is not required.
6. A white, grey or black, clean plain crew or v-neck shirt with long or short sleeves may be worn under scrub top. Turtlenecks are not permitted. Shirts must be tucked in and provide adequate coverage of the chest and upper torso during patient care and laboratory experiences.
7. Scrubs must fit properly and must not be excessively tight, loose, long or short. They must be of sufficient size to conceal undergarments, body piercing excluding ears, inappropriate body art or tattoos, and exposed skin. Waistbands must be worn at waist level.
8. 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.
9. Dental Students: Lab coats, SoD logo sweatshirts, fleece or sweaters may be worn in the classroom or lab for climate reasons. These articles of clothing are not permitted in the clinic during patient care hours. Dental Hygiene students: Only Lab coats or the approved uniform jacket may be worn in the classroom or lab for climate reasons.

10. Dental and Dental hygiene students must wear the SoD approved brand of scrubs that is communicated by appropriate department.

III. CLINIC AND LAB ATTIRE (Standard Attire Plus the following):

A. Personal protective equipment (PPE): glasses with side shields or face shields, masks, gloves, and School-approved disposable gowns must be worn during all patient treatment and may be worn from one treatment area to another. PPE may not be worn (with exception of mask and eye covering) until patient arrival and may not be worn outside the dental clinical treatment areas.

B. Jewelry: Small posts, balls, or earrings of less than 1-inch length or a maximum of 5 mm in diameter may be worn only in ear. Gauges and spikes are prohibited. 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 with leadership approval.

C. Long hair must be secured neatly at the back of the head and away from the operator's face so it cannot fall forward. Hair coverings (caps, bandanas, etc.) is prohibited, with the exception of surgical caps. If a personal cloth surgical cap is worn, it is the responsibility of the wearer to treat it as a contaminated item after clinical wear and should be laundered appropriately. Disposable surgical bonnets are available if needed, particularly for aerosol-producing procedures. Culturally required cloth hair cover is also the responsibility of the wearer to treat as a contaminated item after clinical wear and should be laundered appropriately. Feathers and ribbons in the hair are not permitted. Headbands, clips, etc. that can be cleaned are acceptable. If headbands are made of cloth, it is the responsibility of the wearer to treat them as a contaminated item after clinical wear and should be laundered appropriately.

D. Beards and mustaches must be neatly trimmed. Facial hair must be contained by a pleated mask any time dental procedures are being performed for a patient. If facial hair is not fully contained by a pleated mask, a facial hair net must be worn.

* For procedures requiring wear of a respirator (N95), facial hair styles must meet the CDC guidelines for appropriate facial hair styles such that the facial hair will not impede the seal of the respirator (see infection control policy.)

E. Hosiery, socks, and close-toed shoes must be worn by all 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 ankles. Socks or hosiery do not need to be fluid impervious, but efforts must be made to cover exposed skin. High-heel dress shoes should have heels no higher than 3 inches including platform.

F. Clean short fingernails (nail tips should not exceed the fingers) 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 or manicures (gel, shellac or dip) is acceptable.

G. Clothes that smell of smoke, strong colognes, strong perfumes, and strong hair spray are prohibited.

H. Ear buds are not permitted in lecture or preclinical laboratory courses.

I. The protective clinical gown must always be intact; therefore pens, ID, etc. must be worn beneath the gown. School, honor pins, etc. may be worn only in standard attire.

IV. SPECIAL OCCASIONS/EVENTS

The School of Dentistry Leadership may announce/allow a dress reflective of a special holiday or University function at their 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, a particular form of dress for special dental school events, such as Alumni Day, may be required. Regardless of the event, unacceptable attire, as delineated, is prohibited.