

PROCEDURE NO. 5-10-14

ISSUED: 10/01/23

REVISED: 01/29/26

REVIEWED: 01/29/26

SUBJECT: Appropriate Clothing, Footwear and Hygiene

PURPOSE: To ensure the Health, Safety and Welfare of the employees of Woodhaven

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Appropriate Footwear: Open-toe shoes (including flip flops), clogs, Crocs, or shoes with more than 1” heels are not allowed while performing any direct support work in any of the Woodhaven homes or while supporting individuals in the community. The soles should be slip resistant and provide adequate traction. Improper footwear can increase the risk of slipping on wet floors or other environmental hazards.

Live-in staff are only required to wear appropriate footwear as outlined in this procedure while providing direct support.

The two exceptions to this procedure are:

- Water shoes or flip flops may be worn by staff who are assisting individuals with bathing or showering. Staff must return to appropriate footwear immediately after the individual’s bath/shower has been completed.
- Asleep overnight staff and live-in staff will not be held to this procedure if responding to an emergency.

In the event of an injury, failure to abide by this procedure may result in a reduction in workers’ compensation benefits.

Maintaining good personal hygiene: Personal hygiene is essential for the well-being of both employees and individuals supported. Please follow these general guidelines:

- Shower or bathe regularly and use deodorant to manage body odor.
- Practice good oral hygiene.
- Avoid excessive use of colognes or perfumes and avoid wearing clothing that smells of smoke or other offensive odors, as some individuals may have sensitivities.
- Fingernails cannot interfere with the performance of job duties.

Appropriate Clothing: Woodhaven requires appropriate attire and expects employees to be mindful of their clothing while on duty.

Please follow these general guidelines:

- Dress appropriately for your shift.
- Wear appropriate undergarments.
- No spaghetti straps, sheer clothing, or clothing that exposes cleavage, midriff or belly
- No pants that are inappropriately tight or that reveal undergarments or buttocks
- No clothing that displays inappropriate signs, slogans or any political message
- No clothing with profanity or with references to alcohol or drugs
- Office-based staff are not allowed to wear shorts during regular business hours, except for organization-wide events that are held outside.

If you have concerns about a colleague's clothing or personal hygiene that may be affecting the workplace environment, please report it discreetly to your supervisor or the HR department. Your concerns will be handled confidentially and professionally.

Procedure Enforcement: Staff who violate this procedure will be asked to clock out, go home to change, and return to work as quickly as possible. Staff who violate this procedure a second time will be asked

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to clock out and sent home for the remainder of that shift. A third violation will result in formal disciplinary action.

Approved by: _____
Human Resources Director

Date: _____