



# King's Daughters

## Written Questions and Answers

Scrub And Uniform Purchase

RFP KD-0130-24

Closing Date: 12/19/2023

Today's Date: 12/07/2023

No.	Question	Answer
1.	4.6 Is there a copy of the KDMC dress code and uniform policy to reference?	See attached. (Lab has since changed their uniform color to red but not yet reflected on policy)
2.	6.25 The Professional Service Rate Schedule link doesn't open. Does this contract fall under that rate schedule?	<a href="https://apps.legislature.ky.gov/moreinfo/contracts/homepage.html">https://apps.legislature.ky.gov/moreinfo/contracts/homepage.html</a>
3.	6.27 Is there a copy of the UK KDMC Web policy we can reference?	See attached. (Lab has since changed their uniform color to red but not yet reflected on policy)
5.	7.1 Is the required free shipping to employee homes or to the hospital?	Employee's home. (Lab has since changed their uniform color to red but not yet reflected on policy)

6.	7.1 Is there space at one of the UK KDMC facilities to host the annual in-person shopping event or is this expected to be offsite?	<ul style="list-style-type: none"> <li>The main event would be held in the Health Education Center. For off-sight/outreach clinics a mobile option is ideal. Either small fittings at the various locations with online ordering assistance, or a mobile uniform shop.</li> </ul>
7.	8.0 What specific brands, styles, and skus should be included in the financial offer summary?	<ul style="list-style-type: none"> <li>The current policy outlines brands and colors. We can work with HR to update the policy to reflect alternative brands as long as they meet the color and quality expectations.</li> </ul>

**KING'S DAUGHTERS  
HUMAN RESOURCES TEAM GUIDELINES**

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**SECTION 3: EMPLOYMENT**

**TOPIC: 3.12 Dress Code/Personal  
Appearance**

**EFFECTIVE DATE: May 18, 2023**

**PREVIOUS DATE(S): 11/1/22;1/9/19; 7/1/15; 11/11; 01/10;  
11/01; 1/31/00, 7/5/96, 5/9/95, 3/9/95, 4/28/93;**

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**PURPOSE:**

The purpose of this policy is to establish guidelines to ensure that a professional appearance through personal attire/dress code is maintained.

**POLICY:**

It is policy that all Team Members project a professional image to all internal and external customers to promote a clean, safe patient care environment. All Team Members will be expected to be well groomed, neat and professionally dressed according to the following guidelines. In matters both routine and unique not specifically explained in this policy, current applicable policy and/or past practice will remain the basis for interpretation by Human Resources.

1. **Staff:** Clinical area staff, including outpatient areas, will wear uniforms as listed below:
  - PCTs/CMTs/EKG Techs/Home Health Aides – Navy - Cherokee, Healing Hands, Med Couture, WonderWink, Heart and Soul
  - Nursing – Royal Blue – Heart and Soul, Cherokee, Healing Hands, Med Couture, WonderWink
  - Imaging Services – Light Blue/Ceil – Cherokee, Healing Hands, Med Couture, Heart and Soul, WonderWink
  - Mammography:
    - Shocking Pink – Cherokee
    - Hot Pink – , Cherokee, WonderWink
  - Lab – Tan – Cherokee, Healing Hands, WonderWink
  - Respiratory Therapy:
    - Pewter – Cherokee, Heart and Soul , Healing Hands, Med Couture, WonderWink
  - Therapies (excluding Speech Therapists) – Light Grey – Cherokee, Heart and Soul, Healing Hands, WonderWink
  - Pharmacy – Caribbean Blue – Cherokee, Heart and Soul, Healing Hands, WonderWink
  - All procedural areas – Ceil Blue
  - Outpatient RNs and LPNs – Royal Blue – Dickies, Heart and Soul, Cherokee, Healing Hands, Med Couture, WonderWink
  - Monitor Techs – Hunter Green – Healing Hands, Cherokee, Med Couture, WonderWink, Heart and Soul

All other non-patient care departments that require uniforms will follow department guidelines.

Solid white/grey/black or designated uniform color t-shirt and/or scrub jacket may be worn under/over the scrub shirt.

Only t-shirts designed and approved by KDMC's Marketing/PR Department may be worn. These t-shirts

may be worn any day of the week. No other shirts, including t-shirts with other organizations' names or logos (including schools and colleges), may be worn unless specified by the Marketing/PR and Human Resources Departments.

2. **ADMINISTRATIVE AND PROFESSIONAL STAFF:** Administrative staff will wear clothing which is appropriate for business casual standards which requires suits, dresses, leggings with a top that falls at least mid-thigh, ankle length slacks, mid-calf capri's, skirts, blouses, sleeveless shirts, sweaters, and sport coats. Denim jeans will be conservative in nature with no holes and only be permitted on Friday's at the discretion of department leaders and are limited to the KD Pavilion and IST Building. Staff will use white lab coats to cover business attire if attending to patients. The organization reserves the right to determine what constitutes a professional attire.

3. **PROCEDURE:**

It is the responsibility of each leader to properly communicate and enforce the dress code in a fair manner. Leaders may develop, document and maintain departmental uniform/attire standards to support this policy. Team Members are encouraged to support one another in complying with the **dress code policy. Safety and work requirements may dictate specific dress attire in certain departments.** Disregard for the policy may result in disciplinary action under the guidelines of Coaching For Improvement (CFI). Any questions regarding what is considered appropriate should be reviewed with the leader and/or Human Resources. The dress code policy will be presented to all new Team Members at orientation.

4. **GUIDELINES:**

- 4.1 Personal Hygiene:

- 4.1.1 Personal hygiene is expected to be maintained daily to prevent offensive body or clothing odors.
- 4.1.2 Makeup may be used in moderation.
- 4.1.3 Light application of perfumes, cologne, fragrances, or scents may be worn in non-patient care areas, subject to departmental guidelines, as long as it is not bothersome to others.
- 4.1.4 To protect the safety and reduce the risk of infections to patients, fingernails are to be clean, neat and trimmed to no more than ¼ inch in length. Artificial fingernails or nail ornaments are prohibited in any direct patient care areas. (Refer to Policy IC 2(I))
- 4.1.5 Because hair harbors microorganisms and can be a risk to patients, hair should be neat, clean and controlled. Hair colors and styles should be business professional.
- 4.1.6 Facial hair (beards, goatees, side burns, and mustaches) must be clean and neatly trimmed and per OSHA regulations, facial hair must not interfere with the proper respirator face seal of an N95. The facial hair will be removed if unable to obtain the face seal.  
"Patient care areas" are defined as patient rooms, treatment rooms, diagnostic rooms, operating rooms, emergency rooms, recovery rooms, patient reception areas, patient or family waiting rooms or areas, other care areas, and corridors adjacent to any such rooms or areas.

- 4.2 The Badges:

- 4.2.1 Issued name badges must be worn while on duty, to provide proper identification, to provide access, and to receive the dining room discount. (Photo should be up-to-date.)
- 4.2.2 Badge shall remain clean and free of pins, stickers or other paraphernalia (with the exception of the flu vaccine sticker or green hand worn by new Team Members in 90-day orientation period).
- 4.2.3 Badge must be worn at chest level so that name and photo are easily visible.
- 4.2.4 Name badges that are lost or defaced will be replaced at the Team Member's expense.

### 4.3 Jewelry:

- 4.3.1 Jewelry will be simple and worn in moderation in accordance with departmental guidelines. For infection prevention and control (ICP) purposes, elaborate and excessive jewelry is prohibited.
- 4.3.2 Watches, rings, necklaces, and earrings must meet safety guidelines appropriate to the job.
- 4.3.3 Nose, tongue, eyebrow, lip or other facial jewelry should be conservative in style. Jewelry that may interfere with job functions or possibly result in injury to the team member or patient is not permitted for safety reasons or due to infection control.
- 4.3.4 Buttons may be worn in moderation. Periodically, there may be other articles such as a “National Hospital Week” button or symbol approved by Administration to recognize the contribution of a particular department or service, which may be worn by Team Members. Team Members may not wear any other pin, badge, or symbol or other device in any patient care area. To avoid any suggestion of inadequate or compromised patient care, under no circumstances will Team Members be permitted to wear messages advertising internal disputes within any patient care area.
- 4.3.5 Radiations badges, and any other safety monitoring devices are permitted when applicable to a Team Member’s work area.

### 4.4 Footwear and Hosiery

- 4.4.1 Team Members working in patient care areas are required to wear hosiery/socks at all times. Hosiery that is worn with a dress or skirt should be non-textured and without runs or tears.
- 4.4.2 Shoes shall be clean. Heel height must be safe to walk in and appropriate to the job. Clogs are permitted. Open-toed shoes, sandals, or flip-flops in patient care areas are not permitted. Tennis/athletic shoes are permitted with business attire.
- 4.4.3 Uniformed clinical staff may wear solid toe clogs or leather tennis/athletic shoes that are clean and low cut.

### 4.5 Professional Attire

- 4.5.1 Team Members are responsible for their own appearance and are required to wear attire that is:
  - a. Neat
  - b. Clean
  - c. Appropriately fitted
  - d. Wrinkle-free
  - e. In good repair/condition
  - f. Buttoned shirts and shirttails that are tucked in at the waist
  - g. Of sufficient weight to be non-transparent
  - h. Worn with appropriate garments under or over scrubs – solid colors (white/grey/black.)
- 4.5.2 The following is deemed unprofessional and is **not** permitted at any time:
  - a. Low cut or revealing clothing
  - b. Tank or halter-tops, shirts without collars
  - c. Non-King’s Daughters logo wear including sweatshirts/T-shirts/jerseys such as professional/collegiate sports
  - d. Sweat pants, cargo pants (unless part of approved uniform)
  - e. Athletic warm up suits or hoodies of any type

- f. Shorts of any kind (unless part of approved uniform, eg. Valet)
  - g. Bare midriffs
  - h. Bare feet
  - i. Clothing which is soiled, ripped, torn or with holes
  - j. Cocktail or evening styles
  - k. Tight, form-fitting casual shorts or skorts
  - l. Mini-skirts
  - m. Undergarments visible through clothing
  - n. Patient blankets or isolation gowns worn for warmth.
  - o. Shoe covers worn outside the Operating Room
  - p. Leather or vinyl attire (not including coats or jackets worn as outer garments)
  - q. Any tattoo that provokes, alarms, offends or disparages must be covered.
- 4.5.3 No hats, caps, or bandannas shall be worn unless specified by departmental policy.
- 4.5.4 Holiday attire is permitted according to departmental guidelines from December 1 to December 31.
- 4.5.5 Lab jackets/fleece worn over scrubs in patient care areas shall be neat, clean, wrinkle-free and match the solid color of the department scrubs.
- 4.5.6 In the case of community events, appropriate dress will be defined by the Community Services Department.
- 4.5.7 Uniforms furnished by the Medical Center, such as scrubs, may not be taken from the campus unless used during an ambulance transport or other emergency.
- 4.5.8 Due to OSHA regulations and IPC policies, Team Members are not permitted to leave the Medical Center with blood-soiled clothing. The Medical Center will launder and provide substitute clothing for temporary situations. Contact the unit/department leader or the Nursing Administrative Coordinator for access to clean clothing.

#### 4.6 Responsibility:

- 4.6.1 Leadership shall determine Team Member compliance with this policy and shall take corrective action under the guidelines of Coaching For Improvement. Team Members are encouraged to support one another in adhering to the policy.

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Sara Marks, President/CEO