



**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

TITLE:	1.7-Personal Appearance		
ISSUED BY:	Department of Public Safety/Career EMS		
RESPONSIBLE STAFF:	Division Chief Barry Contee		
ISSUE DATE:	4/27/20	REVISION DATE:	
PURPOSE:	To establish the standards for employee appearance while on duty with Calvert County Emergency Services.		
APPLICABLE TO:	All Field Clinicians		
ATTACHMENTS:			

<input checked="" type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually <input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input type="checkbox"/> Other Interval:	
	<input checked="" type="checkbox"/> As needed	Flag for review on:

I. Purpose

To establish the standards for employee appearance while on duty with Calvert County Emergency Services.

II. Policy

1. It is the policy of CEMS that personal appearance guidelines are gender-neutral and do not hold relevance to identified gender.
2. General Appearance/Cleanliness
 - a. All employees will report to duty neat, clean, well groomed, and dressed in the appropriate uniform.
 - b. All employees are expected to be showered prior to the beginning of their shift.
 - c. Personal deodorant use is required unless a note is provided by a physician.
 - d. Fingernails must be clean and neatly trimmed. Length of nails must not interfere with proper patient care or wearing of gloves.
 - e. Use of lotion, perfume, cologne, or other highly scented products should be limited due to the risk of sensitivity/reactions in patients.

3. Hair
 - a. Hair must be neatly brushed and combed at all times
 - b. Hair may be any length so long as it is able to be pulled into a ponytail/braid/bun and does not interfere with the ability to safely perform all aspects of patient care.
 - c. Sideburns may not extend below the ear lobe. This is a safety concern for the use of respiratory protection.
 - d. The length of the back of the hair shall not be longer than one (1) inch past the collar of the uniform shirt unless pulled back in a ponytail. Hair extending past the collar of the uniform shirt must be pulled into a neat ponytail/braid/bun.
4. Facial Hair
 - a. Mustaches and goatees are the only permitted facial hair. This is a safety concern for the use of respiratory protection.
 - b. All facial hair must be neatly trimmed at all times
 - c. If there is an inability to shave/trim due to a medical condition, a note from the employee's physician is required.
 - d. Facial hair must not interfere with the proper fit of a required breathing apparatus (i.e., N95, SCBA, etc.).
5. Tattoos/Piercings
 - a. Any tattoo of a vulgar, racial, or offensive nature shall not be displayed on duty. Any question of what constitutes "offensive" shall be made by the Chief of CEMS.
 - b. Facial piercings will be removed while on duty. This is a safety concern as they increased risk of injury to the clinician. Facial piercings may also encumber respiratory protection.
6. Jewelry
 - a. Only one (1) pair of earrings are permitted while on duty. Hoops must be no more than ¼ inch.
 - b. Only a wedding band and engagement ring are permitted, though not recommended for safety reasons. Rings should not interfere with wearing of protective gloves. Rings that can become easily caught or entangled in equipment are not recommended.