

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
DRESS CODE**

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**PURPOSE:** To establish a uniform dress code for laboratory personnel, which protects the staff and patients from bodily injury and contamination.

**POLICY:** All laboratory personnel will adhere to the general Hackettstown Regional Medical Center Dress Code, as described in the Employee Handbook. In addition, the following standards will apply:

**Clerical and Phlebotomy Staff:**

1. Heels higher than two inches are not to be worn for safety concerns.
2. Clean neat laboratory coats or scrubs will be worn by phlebotomists.
3. Clean gloves are to be worn for all blood contact or specimen collections.

**Technicians/Technologists:**

1. Hospital supplies lab coats are to be worn by all personnel performing testing.
2. Crepe, gum or rubber- soled shoes are acceptable. Well maintained white sneakers may also be worn.  
Hard soled shoes may be unsafe and should not be worn.
3. Open –toe shoes may not be worn.
4. Long hair should be tied back so as not to be potentially dangerous when leaning over patients, equipment or specimens.
5. Gloves are to be worn for all invasive procedures and any time contact with blood or bodily fluids is anticipated.