



OFFICE OF THE DEAN
SCHOOL OF MEDICINE

TO: University of South Carolina School of Medicine-Columbia (USCSOM-Columbia)
USC School of Medicine Educational Trust (Trust)
All Faculty, Staff, and Students

FROM: Richard A. Hoppmann, MD, Dean *BAH*
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Administration and Finance *[Signature]*
Office of the Dean

DATE: June 5, 2012

SUBJECT: Global USCSOM-Columbia and Trust Procedures for Personal Appearance, Dress Code and Scented Perfumes and Lotions/Fragrances

We are writing to inform you of new global procedures that have been adopted and approved for the USCSOM-Columbia and the Trust, at all locations, to all staff, and for all campuses related to dress code and professionalism of and appropriateness of appearance.

Although the expectations and guidelines of these procedures are not new in concept or application, let this serve as to mark them as formally adopted by the USCSOM-Columbia and the Trust.

Of specific notice and related to the recent request of multiple members of the faculty and staff on all campuses of the School of Medicine-Columbia, we are writing to request your assistance and cooperation in ensuring that those who are highly allergic/sensitive to scented perfumes and lotions are not adversely affected during the performance of their work responsibilities by the cosmetics/fragrances, etc., worn by other faculty members, staff members, and students. Several members of the faculty and staff in multiple School of Medicine-Columbia offices are receiving medical care for serious allergic/sensitivity conditions that occur in response to exposure to perfumes, aftershave lotions, body lotions, and other scent sources. These allergic/sensitive reactions include migraine headaches, breathing problems, skin rashes, and other acute and chronic problems. These reactions can result in faculty and staff members having to leave their work sites for hours and even days at a time.

Your willingness to adhere to the adopted procedures related to fragrances will assist members of the faculty, staff and our patients, etc., by reducing their risk of exposure would be greatly appreciated.