

Memo

To: All Newmeadow Staff

From: Andrew McKenzie, Executive Director

Date: February 23, 2021

Re: Dress Code Policy Update

For the past 11 months, we have had many restrictions placed on us due to COVID. These restrictions have forced us to make several changes. Notwithstanding we continue to monitor our policies and practices and adjust whenever possible.

Recently, we have reviewed our dress code policy and will implement the following **through June 30, 2021**.

- Staff will be permitted to wear **slip-on sneakers** that reflect casual business attire provided the following guidelines are met:
 - Shoes **must be** neat, clean, and presentable.
 - Running shoes, workout shoes, and similar **will not** be permitted.
 - Shoes **must be** solid-colored shoes (preferably basic colors-black, blue, tan, white, etc.) Bright/multi-colored shoes **will not** be permitted.
 - Shoes **may have** different colored soles than the shoes. (ex-black shoe with white sole).
 - Shoes **must be** slip-on shoes **without** shoelaces.
- Staff will be permitted to wear **sleeveless blouses** with wide shoulder straps that reflect casual business attire. Spaghetti strap (also called noodle strap) type blouses **will not** be permitted.