

APRIL 2020

CALGARY

ECAT

Employee & Client
Assistance Team
403-819-0583

Phones do not accept text
messages– staff need to call
ECAT.

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MESSAGE**

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CORONA VIRUS**

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TIME SHEET HAND-IN

• **April 15th 2020**

For all shifts worked
between April 1 and
April 15.

• **April 30th 2020**

For all shifts worked
between April 16 and
April 30.

UPCOMING

**HEALTH AND SAFE-
TY MEETING -
CANCELLED**

**RPAC MEETING -
CANCELLED**

ICE PAGE

Making it Happen!- Supporting Social Inclusion

Hello Everyone,

The entire country is experiencing unprecedented action to slow the spread of the COVID-19 virus. Here in Alberta, ICE employees, clients, and guardians are dealing with disruption and uncertainty throughout their communities and in their personal lives. I want to encourage all of you with the knowledge that we are in this together and ICE is committed to providing quality and safe support throughout this crisis.

Our practices involving health and wellness are always one of the items that maintains our focus at ICE. Please continue to comply with the rigid hygiene practices we have implemented including:

- **Frequent handwashing**
- **Sanitizing your work space and high touch areas**
- **Maintaining social distancing**
- **Reporting COVID 19 health issues to your supervisor**

It is critical you communicate with your supervisor if you are not feeling well or if you must engage in self-isolation. Following guidelines established by Alberta Health Services is instrumental in preventing the spread of the virus and helping to keep the most vulnerable people safe. My priority is keeping all employees and clients safe and healthy. That can only be accomplished with everyone's full cooperation.

I sincerely appreciate your efforts in maintaining your own health and safety and for providing quality service to our clients.

GENEVE FAUSAK
President

ANNOUNCEMENTS

- Training at all ICE offices has been suspended to ensure the safety of ICE employees. Additionally, paystub will be mailed to employees. Please ensure the address on your latest paystub is your current address. If it is not correct please contact:
⇒ aletkeman@icenterprises.com - 780.453.9830
⇒ aplesman@icenterprises.com - 780.732.4453
- ICE offices are not accepting drop in visitors, all visitors and staff must call the ICE office at (403-219-0503) to make an appointment. Due to the extraordinary precautions required to prevent the spread of COVID 19, **unscheduled visitors will not be permitted entry.**
- Whenever possible, please use telephone or email to communicate with the office.

**Ice Offices will be closed
Friday April 10th, and
Monday April 13th
for Easter**



Please direct all calls to the
Employee Client Assistance
Team for that day.
403-819-0583

COVID-19 Online Screening - Stop the Spread

Anyone who has symptoms including fever, cough, shortness of breath, difficulty breathing, sore throat, runny nose or nasal congestion **MUST self-isolate** for 14 days. Use the online screening tool to determine whether you need to **call 811** to get tested.

Access online screening: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

Self-isolation can help prevent the spread of infections. Staying home means that if you do start to feel sick, you won't run the risk of this happening while you are in a public place. Self-isolation is a cautious action used to lower the chance that the virus could spread to others. Self-isolation means avoiding situations where you could infect other people such as:

- social gatherings
- work
- school/university
- child care
- athletic events
- faith-based gatherings
- healthcare facilities
- grocery stores
- restaurants
- shopping malls
- any public gatherings
- public transportation including buses, taxis, or ride sharing.



If you need to leave your home, as a precaution to further reduce risk of spread, you can wear a surgical mask while you are out.

To stop the spread of infection:

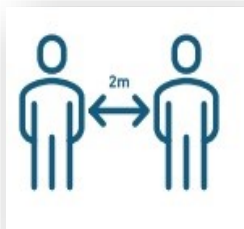
- **Wash your hands** often and thoroughly with soap and water for at least 20 seconds. You can use a hand sanitizer if soap and water are not available
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.
- **Cover your mouth and nose** with a tissue when you cough or sneeze, or you can cough or sneeze into your sleeve.
- **Throw used tissues** in the garbage, and immediately wash your hands with soap and water for at least 20 seconds making sure you dry them thoroughly, or use alcohol based hand sanitizer.
- **You should not share** dishes, drinking glasses, cups, eating utensils, towels, pillows, or other items with other people in your home. After using these items, you should wash them thoroughly with soap and water, place in the dishwasher for cleaning, or wash in the washing machine.
- **Regularly clean and disinfect** frequently touched and shared surfaces such as doorknobs, counters.
- Where possible, **contact a friend, family member, or delivery services** to carry out errands like supermarket shopping on your behalf.

Information from: [Alberta.ca/coronavirus](https://alberta.ca/coronavirus)

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SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



What does Social Distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- Avoiding crowded places and non-essential gatherings
- Avoiding common greetings, such as handshakes
- Limiting contact with people at higher risk (e.g. older adults and those in poor health)
- Keeping a distance of a least 2 arms lengths (approximately 2 meters) from others, as much as possible.

Here's how you can practice social distancing:

- Greet with wave instead of a handshake, a kiss or a hug
- Stay home as much as possible, including for meals and entertainment
- Shop or take public transportation during off-peak hours
- Conduct virtual meetings
- Host virtual playdates for your kids
- Use technology to keep in touch with friends and family
- If possible, use food delivery services or online shopping
- Exercise at home or outside
- Work from home

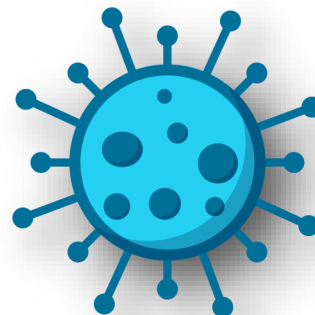


Remember to:

- Wash your hands often for a least 20 seconds and avoid touching your face
- Cough or sneeze into the bend of your arm
- Avoid touching surfaces people touch often

If you're concerned and you may have COVID-19:

- Separate yourself from others as soon as you have symptoms
- If you are outside the home when a symptoms develops, go home immediately and avoid taking public transit
- Stay home and follow the advice of your Public Health Authority, who may recommend self-isolation
- Call ahead to a health care provider if you are ill and seeking medical attention.



For more information:
[@Canada.ca/coronavirus](https://www.canada.ca/coronavirus)



COVID—19 INFORMATION

SELF-ISOLATION

Self-isolation means avoiding situations where you could infect other people. This incubation period can be up to 14 days for COVID-19. Not everyone who is exposed will get sick, but it is necessary to wait the full 2 weeks to be sure you are not infected. Staying home lowers the chance the virus could spread to others.



To self-isolate follow these steps:

1. Stay home
2. Avoid close contact with other people, including household members
3. Don't take public transportation
4. Watch for symptoms in yourself or a family member

If you are in mandatory self-isolation:

- Do not go outside for a walk – this applies to **EVERY-ONE**, even clients.
- You can get fresh air in your backyard, if you have one, but you must remain on private property not accessible by others.
- If you live in an apartment building or high-rise, you must stay inside and cannot use the elevators or stairwells to go outside. If your balcony is private and at least 2 metres away from your closest neighbour's, you may go outside on the balcony.
- Don't share household items like dishes, drinking glasses, cups, eating utensils, towels and pillows.
- Regularly clean and disinfect frequently touched surfaces such as doorknobs and counters.
- Wash your hands often with soap and water thoroughly for at least 20 seconds.
- Don't touch your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue or your sleeve when you cough or sneeze.



On March 25, Alberta's Chief Medical Officer of Health issued orders under the **Public Health Act** to legally require returning international travellers, close contacts of confirmed cases, and people exhibiting COVID-19 symptoms to self-isolate. Law enforcement agencies have been granted full authority to enforce public health orders and issue fines.

From: <https://www.alberta.ca/self-isolation.aspx>

If you require emotional support related to COVID 19, please visit <https://www.optum.com/covid-19/covid-19-emotional-support.html> .

ICE will immediately suspend all visits to ICE programs; this includes visits from family, friends, and others who may wish to visit the clients we support in their homes. This is a drastic but necessary measure to reduce employees and clients to unnecessary exposure and to assist with following direction from Alberta Health Services.

Thank you,
Brandy Thompson, COO

NO VISITORS



HELP US STAY HEALTHY!

Call **403-219-0503** for information.