

MAY 2020

CALGARY

ECAT

Employee & Client
Assistance Team
403-819-0583

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

ICE PAGE

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TIME SHEET HAND-IN

• May 15th 2020

For all shifts worked
between May 1 and May
15.

• May 31st 2020

For all shifts worked
between May 16 and
May 31.

UPCOMING

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

**RPAC MEETING -
MAY 12, 2020
@10:30AM (via Tele-
conference)**

What's New at ICE This Month

At ICE we are constantly trying to find new ways to communicate with staff on an on-going basis especially with rapid changes in information. We are trying to find new and improved ways to get the latest information regarding ICE to our staff and clients alike! We are happy to announce we will be creating and maintaining a new Facebook page for all of our locations. The page will provide you with posts regarding internal and external happenings at ICE, and information pertaining to our communities and resources. Links to the main ICE website and contact information will be included for your use and reference. Thanks for taking the time to check out the new page and make sure to give us a like and a share so we can reach as many people as possible with these new communications! You can find us at:

<https://www.facebook.com/independentcounselingenterprises/>

COVID-19 SELF-ASSESSMENT FOR ICE EMPLOYEES

A targeted approach to testing for COVID-19 is being implemented in Alberta to help prioritize groups at highest risk of local exposure and at-risk populations. Use this online self-assessment tool to help determine whether you need to be tested and to get additional advice on COVID-19, such as the need to self-isolate.

The COVID-19 test is only for people who currently have symptoms of the virus. The test does not show if you were infected in the past and are no longer symptomatic.

You are already making a difference and by using the self-assessment tool, you contribute to ensuring we all stay healthy and safe.

Do the right thing to stop the spread: Protect your loved ones by practicing physical distancing and checking yourself for symptoms at least twice a day. If you have symptoms, do the online screening!

Access online screening:

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/HWAssessTool.aspx#EmergencyCheck>

ANNOUNCEMENTS

Keeping our Work Spaces Clean and Disinfected

It is extremely important to keep our work spaces clean and disinfected to ensure the safest environment possible! Clean high touch areas in the home multiple times each day using the provided disinfectant. Low touch areas should be cleaned once a day. Make sure you follow the instructions for the disinfectant and wear the appropriate PPE.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

**Ice Offices will be closed
Monday May 18th
for Victoria Day**



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

PREVENT THE SPREAD OF CORONAVIRUS

You can prevent the spread of COVID-19. Prevention starts with awareness.

- * Practice physical distancing
- * Self-isolate if you're feeling sick
- * Wash your hands frequently
- * Cover cough and sneezes
- * Avoid touching your face
- * Do not travel outside Canada

PRACTICE PHYSICAL DISTANCING

All have a responsibility to help prevent the spread of COVID-19. Take steps to protect yourself and others:

- Limit the number of times you leave your home
- Stay at least 2 meters away from others when you go out for groceries, medical trips, and other essential needs
- Have groceries or other items delivered if possible
- If you go outside for fresh air maintain 2 meters distance from others
- Avoid overcrowding in elevators and other enclosed spaces
- Wash your hands after touching communal surfaces such as handrails, handles
- Postpone family visits, friends gatherings, and group outings, especially if household or family members are senior citizens or have high-risk medical conditions
- Do not gather with other people if you have a fever or a cough, even if symptoms appear to be mild
- Obey all mandatory self-isolation requirements and mass gathering restrictions now in place Alberta.

Legally enforceable public health measures are in place to limit the time Albertans spend in contact with each other. Anyone violating these restrictions is now subject to fines.

MONITOR YOUR SYMPTOMS

Covid-19 symptoms are similar to influenza and other respiratory illnesses. Symptoms can include:

- Cough
- Fever
- Shortness of breath
- Runny nose
- Sore throat

If you have any of these symptoms stay home and self-isolate; do not go to an ER or medical clinic. Call Health Link 811 for more information. Services are available in 240 languages.

SELF ISOLATE

You are legally required to self-isolate for:

- 14 days if you returned from international travel or are a close contact of a person with Covid-19
- 10 days if you have cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition

If you are self-isolating:

- Stay home—do not go to work, social events or any other public areas or community settings
- Avoid close contact with other people, including household members but especially seniors and people with chronic conditions or compromised immune systems
- Do not use public transportation or ride sharing
- Do not go for walks in public places. This includes children in mandatory self-isolation
- If you go outside, 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. If your balcony is private and at least 2 meters away from other balconies, you may use your balcony to get fresh air.

TIPS FOR SOCIAL DISTANCING, QUARANTINE, AND ISOLATION DURING A PANDEMIC

What is Social Distancing?

Social distancing is a way to keep people from interacting closely or frequently enough to spread an infectious disease.

What is Quarantine?

Quarantine separates and restricts the movement of people who have been exposed to a contagious disease to see if they become sick. It lasts long enough to ensure the person has not contracted an infectious disease.

What is Isolation?

Isolation prevents the spread of an infectious disease by separating people who are sick from those who are not. It lasts as long as the disease is contagious.

STRESS AND COPING

Outbreaks can be stressful.

The outbreak of Covid-19 may be stressful for people. Fear and anxiety about the disease can be overwhelming and cause strong emotions in adults and children. Coping with stress will make you, the people you care about, and your community stronger.

Stress during an outbreak can include:

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping and concentrating
- Worsening of chronic health problems
- Worsening of mental health conditions
- Increased use of alcohol, tobacco, or other drugs

WAYS TO COPE WITH STRESS

- Take breaks from watching, reading, or listening to new stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body. Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals. Exercise regularly, get plenty of sleep. Avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Connect with others. Talk to people you trust about your concerns and how you are feeling while practicing social distancing.

Support your love ones

Check in with your loved ones often. Virtual communication can help you and your loved ones feel less lonely and isolated. Consider connecting with loved ones by:

- Telephone
- Email
- Mailing letters or cards
- Text messages
- Video chat
- Social media



COVID- 19 and Mental Health

A public health emergency, like the COVID-19 outbreak, can be stressful, especially for those living with or taking care of people with pre-existing health conditions. It is important to be patient with yourself and others through these tough times. Here are some coping strategies for you and your client:

- Get the facts straight and from a reliable source only. Trusted sources such as <https://www.alberta.ca/coronavirus-info-for-albertans.aspx#p22780s1> and <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html> will provide you with the most up-to-date information. Focus on getting information that will help you take practical steps to protect yourself, loved ones and clients
- Maintain your regular routines as much as possible while still focusing on implementing safe and effective measures to help prevent the spread.
- Be mindful of your feelings and emotions and to those you are caring for. If you or your clients are having a hard time managing your stress or anxiety talk to your supervisor, manager or your health-care provider. There is also a free 24 hour Mental Health hotline to call if you need further support. 1-877-303-2642

Source: COVID 19 and Your Mental Health
Published March 2020

Personal Protective Equipment (PPE)

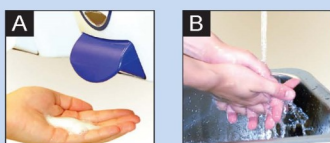
Personal Protective Equipment (PPE) is a key element in preventing the transmission of disease. However, if not used properly, not only will PPE fail to prevent transmission, it may in fact contribute to the spread of disease. Use the following guides to put on (don) and take off (doff) your PPE:



Infection Prevention and Control

Putting on (Donning) Personal Protective Equipment (PPE)

1 HAND HYGIENE



- A Using an alcohol-based hand rub is the preferred way to **clean your hands**.
- B If your hands look or feel dirty, soap and water **must** be used to wash your hands.

2 Gown



- A Make sure the gown covers from neck to knees to wrist.
- B Tie at the back of neck and waist.

3a Procedure/Surgical mask

- ◆ Secure the ties or elastic around your head so the mask stays in place.
- ◆ Fit the moldable band to the nose bridge. Fit snugly to your face and below chin.

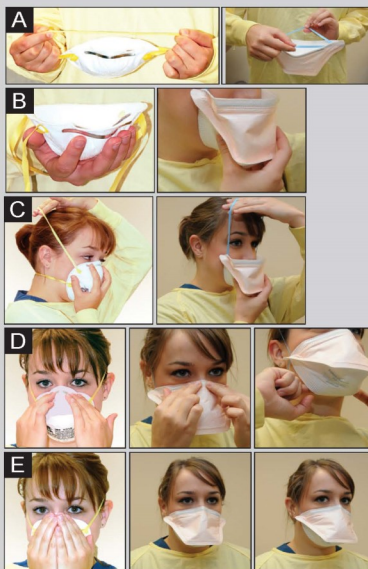


3b N95 respirator

There are different styles of N95 respirators (pictured below). They include: a) molded cup, b) duckbill, c) flat-fold and d) v-fold



All styles have the same basic steps for donning; molded cup and duckbill are pictured below. Refer to the manufacturer for specific donning instructions.



- A Pre-stretch both top and bottom straps before placing the respirator on your face.
- B Cup the N95 respirator in your hand.
- C Position the N95 respirator under your chin with the nose piece up. Secure the elastic band around your head so the N95 respirator stays in place.
- D Use both hands to mold the metal band of the N95 respirator around the bridge of your nose.
- E Fit check the N95 respirator.

4 Eye protection or face shields



- ◆ Place over the eyes (or face).
- ◆ Adjust to fit.

5 Gloves



- ◆ Pull the cuffs of the gloves over the cuffs of the gown.



May 2014

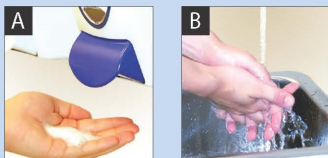
Taking off (Doffing) Personal Protective Equipment (PPE)

1 Gloves



- A** Grasp the outside edge of the glove near the wrist and peel away from the hand, turning the glove inside-out.
- ◆ Hold the glove in the opposite gloved hand.
 - B** Slide an ungloved finger or thumb under the wrist of the remaining glove.
 - C** Peel the glove off and over the first glove, making a bag for both gloves.
 - ◆ Put the gloves in the garbage.

2 HAND HYGIENE



- A** Using an alcohol-based hand rub is the preferred way to [clean your hands](#).
- B** If your hands look or feel dirty, soap and water must be used to wash your hands.

3 Gown



- A** Carefully unfasten ties.
- B** Grasp the outside of the gown at the back of the shoulders and pull the gown down over the arms.
- C** Turn the gown inside out during removal.
- ◆ Put in hamper or, if disposable, put in garbage.

4 HAND HYGIENE



- ◆ [Clean your hands](#). (See No. 2)
- ◆ Exit the patient room, close the door and [clean your hands](#) again.

5 Eye protection or face shield



- ◆ Handle only by headband or ear pieces.
- ◆ Carefully pull away from face.
- ◆ Put reusable items in appropriate area for cleaning.
- ◆ Put disposable items into garbage.

6 Mask or N95 respirator



- ◆ Bend forward slightly and carefully remove the mask from your face by touching only the ties or elastic bands.
- ◆ Start with the bottom tie, then remove the top tie.
- ◆ Throw the mask in the garbage.

There are different styles of N95 respirators but all styles have the same basic steps for doffing.

7 HAND HYGIENE

- ◆ [Clean your hands](#). (See No. 2)

May 2014