

ICE PAGE

Making it Happen! - Support Social Inclusion

ECAT

Employee & Client
Assistance Team
780-461-7236

Phones do not accept
text messages. Staff
need to call ECAT.

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Time Sheet Hand-In

APRIL 15TH 2022
FOR ALL SHIFTS
WORKED BETWEEN
APRIL 1ST AND
APRIL 15TH.

MAY 2ND 2022
FOR ALL SHIFTS
WORKED BETWEEN
APRIL 16TH AND
APRIL 30TH.

UPCOMING

HEALTH AND
SAFETY MEETING
April 13th/May 11th,
2022 at 1:30 PM.

RPAC MEETING
April 20th/May 18th,
2022 at 2:00 PM.

ON SPOTLIGHT

SHAUN G

Shaun is an independent gentleman who has been with ICE since 2010.

Shaun loves watching sports and plays volleyball, basketball, hockey, golf and baseball. Shaun is an excellent baseball player and he used to participate in two recreational leagues.

Shaun has been working at the East Calgary Twin Arena since December 2006, where he has maintained his role as a maintenance personnel.

Over the years, Shaun's responsibilities at the arena have increased as he has been completing oil/blade changes on Zambonis bi-weekly. Shaun works really hard and his ICE support worker ensures that his health & safety needs are being met, and he completes his tasks safely.

In 2021, Shaun self-advocated for advancement at work and he was encouraged to take up more responsibilities with staff support. Two months later, one of Shaun's co-workers retired and it was recommended that Shaun be trained on how to drive the Zamboni. He successfully completed a 2-week training and has been given more responsibilities at work.

Currently, Shaun completes the maintenance of the ice-skating rink, which includes sequencing the power edge, hand edging, dry scraping and flooding the ice-skating rink. Shaun can also hang up hockey nets independently. The East Calgary Twin Arena rinks are well maintained and as a result, Shaun has gotten great feedback and compliments both from his supervisors & customers, as well as a raise! With staff support, Shaun has accomplished a lot and is proud of his success at work.



MARCELO M



Marcelo has been a part of the ICE Calgary team since 2016 and has been supporting Shaun for more than 5 years. He always ensures that Shaun arrives to work on time, adheres to the policies and procedures at work, and completes all of his tasks in a timely and safe manner. Marcelo has also assisted Shaun with building strong relationships at his workplace. Marcelo is very proud of what Shaun has accomplished and congratulated Shaun for working hard towards his advancement at the East Calgary Twin Arena.

ICE HAS CANADA LIFE RSP PLAN!

Refer to Policy 3.14.18 CANADALIFE RSP if you are eligible, ICE will match your contributions! To sign up, please contact Independent Counselling Enterprises at: 780-453-9664. For more information about Canada Life: <https://my.canadalife.com/sign-in> CANADA LIFE Helpdesk: 1-800-724-3402

ICE WILL BE CLOSED ON
APRIL 15 & 18, 2022, GOOD
FRIDAY AND EASTER
MONDAY



Please direct all calls to the
Employee Client Assistance Team
for that day.
780.461.7236

ICE THANK YOU CARD INCENTIVE WINNERS



Michael Weldegiorgis received a thank you card for the effort that he displayed taking extra time to connect the client with his culture at the Native Friendship Centre and connecting him with a peer. Congratulations!



Yeyanesh Bahta received a thank you card for helping in the office with Non-Res, SHO filing, completing file audits and archiving. Your hard work is greatly appreciated. You are awesome!



Loic Rucogoza received a thank you card for joining the Health and Safety Committee. Keep it up!



Xavier D'souza received a thank you card for handing in all his water shadows documents. Thank you for being a great support worker. Keep it up!



Zeru Ghebragziabher received a thank you card for completing the N95/KN95 fit testing training. We appreciate you being flexible in your schedule. Thank you for all your efforts and hard work!



Jeremiah Thomas received a thank you card for helping to clean the apartment for a visit. You are a great team leader and team member in the home. You did a great job!

HURT AT WORK?

Employees and Support Home Operators are reminded of their responsibility (as per legislation) to report all workplace injuries immediately to an ICE supervisor or manager. In the event of an injury, the employee will follow all agency policies and procedures.



While not all injuries are reportable to WCB, all injuries and work-related health concerns are required to be reported within the company. This is done so that health and safety investigation and follow-up may be completed for the safety of all parties.

REFERRAL INCENTIVE RECIPIENT

Employees or Support Home Operators who refer a person to ICE who successfully meets our hiring requirements and completes their three-month probation with a minimum of 120 hours worked, receive \$100.00!



2021 T4 Distribution Communication

Employees, your 2021 T-4 will be available ONLINE by the end of January. You can view, save as a PDF or print your T-4 by logging into **Dayforce**. Paper T-4s will not be provided for current employees, so go online to access this important document!

If you experience difficulties and require assistance logging into Dayforce please contact **mtesfaye@icenterprises.com** with T-4 in the subject line and include your name and employee number in the body of the message.

A Payroll Assistant will be assigned to respond to your request.

APRIL/ MAY VIRTUAL TRAININGS

Abuse Prevention Training

April 4, 2022 (10:00AM to 12:00PM)
April 19, 2022 (1:00PM to 3:00PM)

OCD Training

April 4, 2022 (2:00PM to 3:00PM)

Workplace Violence, Bullying and Harassment for Supervisors and Managers Training

April 5, 2022 (1:00PM to 3:30PM)

Substance Abuse Training

April 5, 2022 (1:00PM to 2:30PM)

Autism/Pervasive Developmental Disability Training

April 6, 2022 (9:30AM to 12:00PM)

Diabetes Training

April 6, 2022 (1:00PM to 2:00PM)

Healthy Eating Training

April 6, 2022 (2:00PM to 3:00PM)

ODD Training

April 6, 2022 (1:00PM to 2:00PM)

ADHD Training

April 7, 2022 (1:30PM to 3:30PM)

Depression Training

April 8, 2022 (1:30PM to 3:30PM)

Somatization Training

April 11, 2022 (10:00AM to 11:00AM)

Schizophrenia Training

April 11, 2022 (1:00PM to 3:00PM)

Dementia and Alzheimer's Training

April 11, 2022 (9:30AM to 11:30AM)

Pre-Employment Training

April 12, 13, 26, 27, 2022 (9:00AM to 4:00PM)

Epilepsy Training

April 12, 2022 (10:00AM to 11:00AM)

Trauma Informed Care Training

April 12, 2022 (1:30PM to 3:30PM)

Northern Documentation Training

April 12, 2022 (1:00PM to 4:00PM)

CPI Training

April 13, 2022 (9:00AM to 5:00PM)

Down's Syndrome Training

April 19, 2022 (1:00PM to 3:30PM)

Lifts and Transfers Training

April 20, 2022 (9:30AM to 12:00PM)

Harm Reduction Training

April 21, 2022 (1:30PM to 3:30PM)

Due Diligence for Supervisors and Managers Training

April 22, 2022 (9:30AM to 12:00PM)

Anxiety Training

April 22, 2022 (1:30PM to 3:00PM)

Communications Training - Civility and Respect/ Conflict Resolution

April 25, 2022 (1:30PM to 3:00PM)

Communications Training - Support Task Improvement

April 26, 2022 (1:30PM to 2:30PM)

Communications Training - Emotional Intelligence

April 27, 2022 (10:00AM to 11:30AM)

FASD Training

April 26, 2022 (1:00PM to 3:00PM)

PBI Training

April 27, 2022 (3:00PM to 5:00PM)

Scam Prevention for Clients Training

April 28, 2022 (1:30PM to 3:30PM)

HACD Training

May 3 2022 (1:00PM to 5:00PM)

OCD Training

May 5, 2022 (1:30PM to 3:30PM)

Incident Investigations Training

May 5, 2022 (1:30PM to 5:00PM)

Abuse Prevention Training

May 9 & 16, 2022 (10:00AM to 12:00PM)

Trauma Informed Care Training

May 9, 2022 (1:30PM to 3:30PM)

Pre-Employment Training

May 10, 11, 24, 25, 2022 (9:00AM to 4:00PM)

Communications Training - Supporting Task Improvement

May 10, 2022 (1:30PM to 2:30PM)

Communications Training - Emotional Intelligence

May 11, 2022 (10:00AM to 11:30AM)

Workplace Violence, Bullying and Harassment for Supervisors and Managers Training

May 11, 2022 (1:00PM to 3:30PM)

Schizophrenia Training

May 12, 2022 (1:30PM to 3:30PM)

PBI Training

May 16, 2022 (1:00PM to 3:00PM)

Harm Reduction Training

May 16, 2022 (1:30PM to 3:30PM)

Communications Training - Civility and Respect/ Conflict Resolutions

May 17, 2022 (10:00AM to 11:30AM)

Cultural Appreciation Indigenous - Blackfoot Southern Alberta Training

May 17, 2022 (1:00PM to 4:00PM)

Hypertension Training

May 18, 2022 (9:30AM to 11:30AM)

Brain Injuries Training

May 19, 2022 (1:30AM to 3:30PM)

Workplace Inspections Training

May 20, 2022 (9:00AM to 4:00PM)

Communications Training - Psychologically Safe Interactions

May 20, 2022 (10:00AM to 11:30AM) / May 31, 2022 (1:30PM to 3:00PM)

Diabetes Training

May 24, 2022 (10:00AM to 12:00PM)

Communications Training - Building Trust

May 25, 2022 (1:00PM to 2:30PM) / May 31, 2022 (10:00AM to 11:30AM)

Food Safety Training

May 27, 2022 (9:30AM to 11:30AM)

POLICY REVIEW

Changes were made to the following policies to reflect changes to the Alberta Occupational Health and Safety Act, Regulations and Code (December 1, 2021). Please note that selected sections of this policy are reproduced here. Please refer to the Policy manual for the complete policies.

3.5.2 WORKER RIGHT TO REFUSE DANGEROUS WORK AND ASSIGNMENT OF HEALTH AND SAFETY RESPONSIBILITIES

A. Workers have the following rights:

- 1.Right to know
- 2.Right to participate
- 3.Right to refuse dangerous work

A worker may refuse to work or to do particular work at a work site if the worker believes on reasonable grounds that there is an undue hazard (a hazard that poses a serious and immediate threat to the health and safety of a person) at the work site or that the work constitutes an undue hazard to the worker, another worker or another person. Examples of undue hazards include a sudden infrastructure collapse that results in an unsafe physical environment or a danger that would normally stop work, such as a gas leak. General health and safety concerns are not dealt with under the work refusal process as they are not considered undue hazards. Workers are required to protect themselves and others at or in the vicinity of the work site.

3.5.6 INVESTIGATIONS OF INTERNAL INJURY INCIDENTS/ NEAR MISSES

Upon receiving a C.I. /G.I., an internal investigation into the injury or near miss will occur. Individuals who investigate will have formal training in incident investigation. The agency will also investigate those incidents involving a contractor. The agency will ensure there is a formal investigation of all work refusals.

The government must be notified as soon as possible when a serious injury, illness, incident occurs to ensure an adequate investigation is conducted to prevent future occurrences, including:

- Injury, illnesses and incidents that results in the death of a worker
- Injuries resulting in a worker being or is likely to be admitted to hospital beyond treatment in an emergency room or urgent care facility.
- An unplanned or uncontrolled explosion, fire, or flood that causes a serious injury or illness or has the potential of causing a serious injury or illness.

The supervisor must immediately inform the Health and Safety Specialist/ Regional Manager who will inform the COO/President. Management will ensure Alberta Labour/Occupational Health and Safety is notified as per legislated requirements.

Looking for Answers? Below are some online links you may find of assistance:

https://www.canada.ca/en/health-canada.html	Health Canada is responsible for helping Canadians maintain and improve their health. It ensures that high-quality health services are accessible, and works to reduce health risks.
https://www.albertahealthservices.ca/findhealth/service.aspx?id=1001957	Linking Albertans to a wide range of health information and service options.
https://work.alberta.ca/occupational-health-safety.html https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws https://work.alberta.ca/occupational-health-safety/resources.html	Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities. The OHS site provides access to a wide range of information bulletins and on-line training options.
https://www.albertahealthservices.ca/findhealth/service.aspx?id=1001957	Stay up to date on the most frequent information on COVID-19 in the province of Alberta.

**HEALTH AND SAFETY MEETING MINUTES
FEBRUARY 9, 2022
(MINUTES EDITED FOR PUBLICATIONS)**

3.1 Review of 'Regional Health and Safety Meeting Minutes (sections 3.2 and 3.3).

A) Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage

Calgary January 12, 2022 Meeting Minutes: No completed investigations in the past month.

Northwest January 13, 2022 Meeting Minutes: No completed investigations in the past month.

South January 4, 2022, Meeting Minutes:

December 2, 2021 - Client used a kitchen utensil to break into the cabinet that contained her cigarettes, took a cigarette, lit the cigarette using the toaster and then went outside to smoke it.

Incident Investigation Recommendations: Reviewed client's Tobacco Management Protocol and Policy 3.5.9- Harm Reduction and safety strategies with all staff in program.

Health and Safety Committee Recommendations: No additional recommendations.

B) Section 3.3 Completed Near Miss Incident Investigations

Calgary January 12, 2022, Meeting Minutes: No near miss investigations to review this month.

Northwest January 13, 2022, Meeting Minutes: No near miss investigations to review this month.

South January 4, 2022, Meeting Minutes: No near miss investigations to review this month.

3.2 Evaluation of completed current Internal Incident Investigations for Injury, Health and Property Damage (Edmonton):

October 1, 2021 - MVA - Staff was driving to the bank and was hit by a vehicle trying to make a u turn. **Incident Investigation**

Recommendations: Staff to review Policy 2.4.5 Use of Staff Vehicles and Policy 3.1.6 Mandatory Auto Insurance Coverage.

Health and Safety Committee Recommendations: No additional recommendations

3.3 Evaluation of completed near miss investigations (Edmonton):

November 16, 2021 - Staff did not have their QR code when client wanted to go to the restaurant to have lunch. Client became aggressive and attempted to punch the staff. Staff initiated safe distance and was able to maintain safety until client calmed down. **Incident Investigation Recommendations:** Staffing change as required. **Health and Safety Committee Recommendations:** No additional recommendations

3.4 Health and Safety Committee Inspections

A) Inspections held because of health and safety concerns brought forward: N/A

B) Inspections completed (E.g., EQA, RI, Office Inspection): Dusi completed a Monthly Safety Inspection with one participant. Latisha did 4 RIs with 2 participants in each.

3.5 COR Audit Review: COR has been completed.

3.6 Hazard Assessment and Control document (H.A.C.D.): Working with Clients with High Behaviours. Working with Clients - Potential for Sexual Behaviors. Pages 8-9. **HSC Recommendations:** no additional recommendations

Calgary January 12, 2022 - Meeting Minutes: The Calgary region is assigned pages 77-115 in the general HACD. The committee reviewed pages 87-92 in the general HACD.

South January 4, 2022 - Meeting Minutes: ICE South has been assigned review of the General Section (Pages 39-76) for the upcoming 2021-2022 meetings.

Northwest January 13, 2022 - Meeting Minutes: Northwest has been assigned General Section pages 1-38 for the 2021-2022 review.

3.7 Policy Review: 3.5.6 Investigations of Internal Injury Incidents/Near Misses

3.8 COVID 19 Pandemic Response: As of January 20: Fourth dose appointments available for immunocompromised individuals Aged 18+. Booster vaccine appointments available for immunocompromised individuals five months after third dose through the online tool or by calling Health Link at 811. For booking appointments online, use the following link: <https://www.albertahealthservices.ca/topics/Page17295.aspx>.

Proof of vaccination is no longer required to enter business premises.

3.9 Outstanding Committee Member Training/ New Members - Review: We have had to make changes to some of the Health & Safety policies to align with the December 1, 2021, changes to OH&S. When those have been completed, we will be finishing the changes to the Terms of Reference. Once these have been completed, health & Safety committee members will review the changes and sign the new Health & Safety Committee Member/Chair Duties document. Monica has completed the Workplace Inspections Training on January 21, 2022, and Incident Investigations Training on January 26, 2022.

3.10 Emergency Response Plan Review: (Regional committees to review the ERP drills and identify recommendations for improvement)- As mentioned in January's Health & Safety meeting, we are creating flow charts for several Emergency Response Plans to help simplify the process and make them easier to visualize. We will review our first flow chart which is Action Plan Template #12 - Hail and Ice Storms. **HSC Recommendations:** Putting the Action Plan flowchart in front of each actual Action Plan document is better. Table of Contents to be adjusted while Elaine is working on the rest of the Action Plan flowcharts.

4.0 Other Business

- Office Inspection to be completed this month by Kristina and Elaine. Monica has been requested to participate in the inspection.
- KN95 Training - reminder to submit training participation forms if you haven't done so.
- N95 Fit Testing continues for those clients with AGMP.

Next Meeting Date: March 9, 2022 @ 1:30pm

HEALTH AND SAFETY MEETING MINUTES MARCH 9, 2022 (MINUTES EDITED FOR PUBLICATIONS)

3.1 Review of 'Regional Health and Safety Meeting Minutes (sections 3.2 and 3.3).
A) Section 3.2. Completed Incident Investigations for Injury, Health and Property Damage

Calgary February 9, 2022 Meeting Minutes:

December 10, 2021 - Staff turned on the tea kettle and client rushed into the kitchen to unplug it. Staff tried to make light of the situation by using humor and conversed with the client for 10 minutes. The client blocked staff and elbowed staff in the stomach. The lifeline button was engaged, and the police arrived shortly after. **Incident Investigation Recommendations:** review PBI techniques and client Planned Procedure at the team meeting. Relief staff to work in program during team meetings. **Health and Safety Committee Recommendations:** no additional recommendations.

January 2, 2022 - Staff was preparing breakfast for client when client commented on how staff should cut the onion properly. The client was agitated with staff and took a large chunk of the onion to throw away in the garbage. Client then took the kitchen knife and began aggressively cutting the onion. Staff encouraged the client to put the knife down to avoid hurting themselves and client yelled at staff to leave the kitchen. The staff left the kitchen space and gave distance. The client called ECAT and passed the phone to the staff. Staff turned around and client hit staff in the back. The lifeline button was engaged, and police arrived at scene. **Incident Investigation Recommendations:** PBI techniques reviewed at team meeting (avoid turning back toward escalated client). Lifeline contacted to see why response time was slow (cell towers were down); therefore, staff encouraged to wear cellphones in back pocket as a fail-safe. Planned Procedure reviewed at the team meeting by RPAC chair. Review sharps policy. **Health and Safety Committee Recommendations:** no additional recommendations.

Northwest Meeting Minutes: No meeting held in February.

South February 1, 2022, Meeting Minutes:

December 25, 2021 - Staff attempted to redirect client from turning light switch on/off several times by placing her right hand on the switch when client grabbed a broomstick that was nearby and struck the staff's hand with the broom resulting in a cut to the staff's hand. **Incident Investigation Recommendations:** Reviewed client's Risk Assessment and Positive Approaches with staff and scheduled another orientation shift prior to staff working any further shifts. **Health and Safety Committee Recommendations:** no additional recommendations.

December 26, 2021 - Client appeared agitated and began hitting his head repeatedly against the wall causing damage to the drywall. Staff assessed client for injuries-no injuries. Staff contacted ECAT and ECAT arranged for a second staff support.

Incident Investigation Recommendations: Reviewed client's Risk Assessment and Positive Approaches with staff, scheduled another orientation shift for the staff. **Health and Safety Committee Recommendations:** no additional recommendations.

B) Section 3.3 Completed Near Miss Incident Investigations

Calgary February 9, 2022, Meeting Minutes: No near miss investigations to review this month.

Northwest Meeting Minutes: No meeting held in February.

South February 1, 2022, Meeting Minutes: No near miss investigations to review this month.

3.2 Evaluation of completed current Internal Incident Investigations for Injury, Health and Property Damage (Edmonton):

August 23, 2021 - MVA - Staff swerved vehicle to avoid hitting a pedestrian and struck another vehicle.

Incident Investigation Recommendations: Staff to review Policy 2.4.5 Use of Staff Vehicles and Policy 3.1.6 Mandatory Auto Insurance Coverage.
Health and Safety Committee Recommendations: No additional recommendations.

September 6, 2021 - Sprain/Strain - Staff strained back while moving client's new bed.

Incident Investigation Recommendations: Manager to speak with staff about choosing not to lift heavy items without assistance.
Health and Safety Committee Recommendations: No additional recommendations.

November 20, 2021 - Client Behavior - Client completed his dialysis appointment as scheduled. Client began showing verbal aggression towards staff. Client took a pair of medical clamps from the nurse. The nurse did not attempt to take the clamps back, but staff tried by redirection and prompts but to no avail. Client and staff then boarded DATS, and client began waving the clamps in his hand, taunting another DATS passenger. Redirection failed. The DATS driver assisted the other passenger to exit the bus and called the police. The police arrived and were able to convince the client to give the clamps back.

Incident Investigation Recommendations: Team Coordinator to review PBI strategies, and client's PPP with staff. **Health & Safety Committee Recommendations:** No additional recommendations.

January 4, 2022 - MVA - Staff stopped for a red light. While waiting for the light to turn red, a mini van was unable to stop, hitting the staff's right back bumper. Both parties moved to a side road and exchanged information. There were no physical injuries from the accident. **Incident Investigation Recommendations:** Staff to review the Winter Driving section in the Health & Safety Manual. **Health & Safety Committee Recommendations:** No additional recommendations.

January 14, 2022 - Staff parked her car and was walking across the parking lot when she slipped on ice.

Incident Investigation Recommendations: Staff will review Section 1 in the Health & Safety Manual re: Winter Safety. **Health & Safety Committee Recommendations:** No additional recommendations.

3.3 Evaluation of completed near miss investigations (Edmonton): No near miss investigations reviewed.

3.4 Health and Safety Committee Inspections

A) Inspections held because of health and safety concerns brought forward: N/A
B) Inspections completed (E.g., EQA, RI, Office Inspection): Pauline - Monthly Safety Inspection with 1 participant, Dusi - Monthly Safety Inspections with 1 participant.

3.5 COR Audit Review: COR has been completed.

3.6 Hazard Assessment and Control document (H.A.C.D.): Working with Clients with High Behaviours. Working with Clients - "Away Without Leave," AWOL. Pages 10-11. HSC Recommendations: No additional recommendations. It was noted COVID-19 be reflected in the 2022 HACD.

Calgary February 9, 2022 - Meeting Minutes: The Calgary region is assigned pages 77-115 in the general HACD. The committee reviewed pages 93-96 in the general HACD.

South February 1, 2022 - Meeting Minutes: ICE South has been assigned review of the General Section (Pages 39-76) for the upcoming 2021-2022 meetings. The committee reviewed pages 52-55 in the general HACD.

Northwest - Meeting Minutes: Northwest has been assigned General Section pgs 1-38 for the 2021-2022 review. No Meeting held in February.

3.7 Policy Review: 3.5.1 Health & Safety

3.8 COVID 19 Pandemic Response: As of March 1, 2022, Alberta lifted several COVID-19 restrictions. To see the list of restrictions that were lifted, visit <https://www.alberta.ca/covid-19-public-health-actions.aspx>.

3.9 Outstanding Committee Member Training/ New Members - Review: Please welcome Loic to the Health & Safety Committee. Loic will be scheduled to attend Incident Investigation Training, Hazard Assessment and Control Document Training and Workplace Inspections Training as soon as possible.

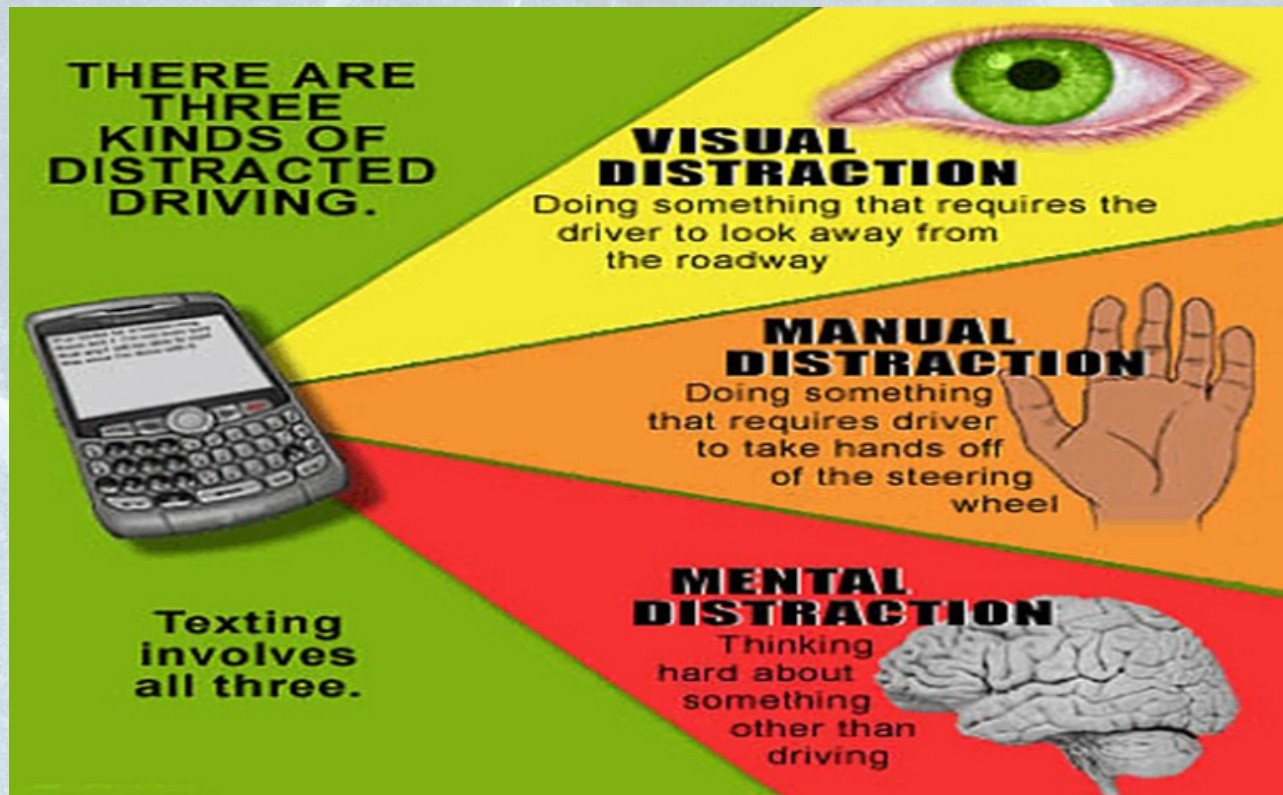
3.10 Emergency Response Plan Review: (Regional committees to review the ERP drills and identify recommendations for improvement)- We will review the Action Plan Template #20 - Power & Water Outages. HSC Recommendations: Spelling errors test should be "text" and the word battery is missing the "y".

4.0 Other Business

- Office Inspection to be completed in March.

Next Meeting Date: April 13, 2022 @ 1:30pm

APRIL IS DISTRACTED DRIVER AWARENESS MONTH



How to Curb Your Distracted Driving Habit:

- Put your phone on silent and out of reach. Zip it up inside your bag and put it in the back seat or place your phone in the glove compartment.
- Enable Do Not Disturb on your phone. Some phones can sense when you're driving, stopping notifications, and even send auto-reply to texts.
- Do personal grooming at home.
- Eat meals or snacks before you leave or when you arrive.
- Create a music or podcast playlist and set up navigation settings before driving.
- Find a safe and legal place to pull over and stop if you need to make a call or text. Same thing applies when attending to a child or pet in the vehicle.
- Limit the amount of activity in the vehicle. Boisterous friends and loud music can take your attention off the road. Enlist your passengers' help so you can focus solely on driving.
- Take a break from driving at least every two hours. This will keep you more alert and give you a chance to check your phone if necessary. If you feel drowsy, pull over and rest immediately.

See Policy 2.4.5 Use of Staff Vehicles for more information.



**Protect yourself from
COVID-19
Based on risk**

People at higher risk of severe outcomes from COVID-19 include:

- › Older adults
- › People of any age with chronic medical conditions including: lung disease, heart disease, high blood pressure, diabetes, kidney disease, liver disease, dementia, stroke
- › People of any age who are immunocompromised
- › People living with obesity

How to Reduce Your Risk

- › Get vaccinated
- › Stay home when sick and avoid spending time with sick people
- › Wash your hands
- › Socially distance when possible
- › Avoid large crowds and gatherings
- › Clean high-touch areas frequently

For more information on COVID-19 including booster shot information, visit

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

PLEASE WEAR A FACE MASK

A reminder that face masks
are required to be worn
while working with clients.

The Continuous Surgical
Mask Procedure remains in
place and should be
followed at all times. Please
be diligent in following the
Cleaning/Disinfecting
Protocol & Checklist, and the
Prevention Protocol to help
reduce possible
transmission.

