

# 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.

## What's inside this issue:

VIRTUAL TRAINING  
PAGE 10-11

HEALTH & SAFETY  
MEETING MINUTES  
PAGE 12

COVID -19  
INFORMATION  
PAGE 13

## Time Sheet Hand-In

DECEMBER 15TH  
2022 FOR ALL  
SHIFTS WORKED  
BETWEEN  
DECEMBER 1ST AND  
DECEMBER 15TH

DECEMBER 31ST  
2022  
FOR ALL SHIFTS  
WORKED BETWEEN  
DECEMBER 16TH  
AND DECEMBER  
31ST.

## UPCOMING

HEALTH AND SAFETY  
MEETING  
Dec 14th, 2022/Jan 11th,  
2023 at 1:30 PM.

RPAC MEETING  
Dec 21st, 2022/Jan 18th,  
2023 at 2:00 PM.

## ON SPOTLIGHT

### SUSAN

Susan has been with ICE Calgary since 1999. She is an individual who loves socializing with people in her community, who has a wonderful sense of humour and a beautiful smile that radiates into any room she enters. Susan enjoys going to Tim Horton's every day, and she likes to take strolls in the park with her staff to connect with her local community and find friendly faces. Susan has discovered a new love for board games. She has learned life skills in playing the games by following rules, having patience, and practicing teamwork. Susan loves to listen to all genres of music and is devout to her faith.

With the support of her staff, Susan learned how to produce music, and Susan and her staff are working on a project called Psalm Times. In addition to writing and singing songs at home, Susan practices 3-4 days a week. Susan is very proud of what she has accomplished. Someday, she aspires to have a public performance so that people can appreciate all the hard work she has put into it. Susan has been working on this project for a whole year! Susan also learned to play 'Three Blind Mice' on the harmonica and is interested in learning other musical instruments like the Autoharp.



### DON B, LUCILLE W

Don B has been employed with ICE Calgary for one year, and Lucille W has been with ICE for 3.5 years. Both staff are positive, compassionate, and encouraging to individuals they serve. While Don introduced Susan to musical instruments (i.e., harmonica) and music writing, Lucille shared literature that aligned with Susan's interests (i.e., Songs of Psalms). As a result of the combined strengths of both staff, Susan learned new skills that suited her interests. Staff have been creative in finding ways to support Susan, such as using free online apps or bringing in instruments. They always encourage new meaningful activities to stimulate Susan's interest in new areas she has not yet discovered.



## 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  
DECEMBER 26-27, 2022,  
CHRISTMAS &  
BOXING DAY  
AND ON JANUARY 2, 2023,  
NEW YEAR'S DAY

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

# POLICY REVIEW

## 2.4.6 COMMUNITY PARTICIPATION

Clients supported by Independent Counselling Enterprises have and understand a variety of choices about how to spend their time ranging from employment options to leisure opportunities.

1. It is the responsibility of all Independent Counselling Enterprises employees to promote and practice community participation (i.e., community-based recreation).
2. Independent Counselling Enterprises employees will endeavor to discover the client's personal choices and determine how these choices can be used to connect him/her to their community.
3. Independent Counselling Enterprises employees will learn about places, events, activities, and resources where the client can acquire new connections and develop strong positive relationships.
4. Independent Counselling Enterprises employees will facilitate connecting clients to the community by using different strategies and taking advantage of opportunities that present themselves. This process will remain flexible and adjust to changing expectations.
5. Independent Counselling Enterprises employees will facilitate connecting clients to their cultural practices/traditions and associated events.



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

<a href="https://www.canada.ca/en/health-canada.html">https://www.canada.ca/en/health-canada.html</a>	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.
<a href="https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957">https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957</a>	Linking Albertans to a wide range of health information and service options.
<a href="https://work.alberta.ca/occupational-health-safety.html">https://work.alberta.ca/occupational-health-safety.html</a> <a href="https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws">https://work.alberta.ca/occupational-health-safety/ohs-publications.html#laws</a> <a href="https://work.alberta.ca/occupational-health-safety/resources.html">https://work.alberta.ca/occupational-health-safety/resources.html</a>	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.
<a href="https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957">https://www.albertahealthservices.ca/findhealth/service.aspx?Id=1001957</a>	Stay up to date on the most frequent information on COVID-19 in the province of Alberta.
<a href="http://www.icenterprises.com/">http://www.icenterprises.com/</a>	The ICE website has some important links on the main page for your reference as well as posted job opportunities and access to the ICE Page.



# ICE THANK YOU CARD INCENTIVE WINNERS



**Kusmu Zeresenay** took initiative to organise the daily planner binder. Thank you for all you do!



**Orit Ibrahim** helped the clients sanitize their house. Your initiative is greatly appreciated. You are awesome!



**Hanae Ghemit** did an excellent job assisting with and organizing paperwork. Keep it up!



**Gattuak Ruei** participated in the 2022 COR Audit Interview process. We appreciate your commitment and hard work. Keep it up!



**Diana Tarley** picked up extra shift on the weekends. Thanks for being available and for all your efforts and good work.



**Miatta Smith** completed the EQA follow-up in a timely manner. Your initiative is greatly appreciated. You are awesome!

## 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!





# HAPPY HOLIDAYS!

## Message from the President – December 2022

As we prepare to celebrate the holiday season, we continue to emphasize the protection of the people we serve and our employees. We have once again chosen to refrain from gathering in a large group to keep everyone safe.

While we continue our efforts to practice the Alberta Health Services direction in addressing the COVID 19 pandemic, we also continue to address everyone's health and safety with our protocols and policy. As an employer in the province of Alberta, ICE is obligated to make decisions in the best interest of the people who rely on us for service, as well as the people we employ. We regret we cannot come together as a group; however, our obligation to protect ourselves, each other, and the community takes precedence over traditional celebrations.

The primary purpose of the open house is to acknowledge and honour ICE employees for their diligence and hard work. That acknowledgement remains a priority; however, the selected employees will receive their award and acknowledgement in a different format. This includes the long service award recipients which celebrate employees whose tenure has reached recognized milestones.

The employees and teams receiving the recognition awards were selected through a nomination process and the ICE Thank You Card Incentive program. Employees who received multiple thank you cards from individuals in service, families, guardians, colleagues, and supervisors were considered for awards.

As part of the ICE Health and Safety program, the employees who received a minimum of 3 thank you cards related to practicing Health and Safety processes and delivering exceptional service, are entered into a draw for special recognition. The draw includes employees from all four regions where ICE provides service.

All of you have many accomplishments to reflect on as the 2022 year ends.

In September, ICE completed our Certificate of Recognition audit. This was an internal audit, conducted by a designated auditor and in partnership with the Continuing Care Safety Association. The process was completed through an extensive number of interviews in the Edmonton and South regions. ICE was required to produce significant evidence of the effectiveness of the ICE Health and Safety program as well as demonstrated commitment from all levels. ICE achieved a score of 98% of which we are extremely proud.

ICE is also preparing for the Creating Excellence Together (CET) review which is scheduled for June 2023. Many employees will actively participate in that process.



As always, I encourage all employees to continue to follow the Health and Safety policies and procedures including working safely, identifying hazards, reporting hazards to supervisors, mitigating hazards, and complying with Occupational Health and Safety legislation and ICE policy. The goal is to provide a safe environment for all employees, people in service, visitors, and the community, so each of us can go home at the end of our shifts and be proud of our work.

The continued pandemic created an additional level of planning, securing resources such as PPE, and training for all employees and support home operators on a repeated basis. We overcame significant challenges, as all service providers did, while doing our very best to maintain a safe workplace. Our clients, families, and support networks all appreciate the dedication and commitment of our staff.

ICE's Health and Safety regional management and committees worked diligently to ensure communication was current and all employees were aware of restrictions, PPE requirements, testing, isolation needs, vaccination availability, and self-care. The communication was effective and remains a consistent tool for maintaining safety.

I urge everyone to continue to build and refresh their knowledge and practice of our Health and Safety policies as required in the OHS legislation and as changes occur globally. The COVID 19 pandemic continues to be a focus of ICE and all service providers. You were all prepared to address the multiple and frequently changing pandemic obligations while maintaining your obligations to OHS legislation and ICE policy; you should be proud of that accomplishment.

Our success is possible through maintaining positive relationships with experts who provide valuable resources from which we make agency decisions. Those people include:

- Disability Services PDD Division, Government of Northwest Territories, and Government of Nunavut for providing feedback and resources to enable us to do our work.
- Alberta Health Service – Public Health for providing education and resources to assist in keeping our individuals and employees safe.
- ACDS for providing direction and expertise on the CET standards and COVID 19 preparedness.
- PDD and Alberta Health Services for being excellent advocates for ICE in securing PPE and communicating government messages to all service providers.

The year ahead will continue to challenge all of us, but our resilience and creative spirit will help us overcome those challenges.

In conclusion, thank you to the people who we serve, their families, direct service staff, supervisors, and managers for allowing ICE to serve the community. On behalf of ICE, I encourage all of you to celebrate the holiday season and end of the year safely.

Geneve Fausak – President  
Independent Counselling Enterprises Inc.



# Christmas Planning

## Tips for a festive season

It's beginning to look a lot like Christmas: colourful lights, frost on your windows and the aroma of pine floating through the air. As the holiday season is soon upon us, the excitement can overtake us as we prepare for Christmas. Here are a few tips and tricks to help you and your clients prepare their homes for their own holiday traditions.

**Decorating:** Staff are encouraged to assist clients to safely decorate their residence however they like; doing our best to ensure our clients enjoy their Christmas holiday. While some clients may want a tree, lights, or stockings hung; others may choose to have a delicious Christmas meal. Remember to check these items while decorating client's residences:

- Check for and replace frayed cords and string lights with burnt out bulbs.
- Watch out for tripping hazards such as cords or decorations.
- Only use artificial Christmas trees, garland, and wreathes as real ones can be a fire hazard. See Policy 3.5.9.
- Use safe food handling practices and keep an eye on food when it is cooking.

**Gift Giving:** Speak to your supervisor for how to ensure your clients will have gifts to open for Christmas.

**Being Present:** It is important that main staff work during the Christmas holidays so the clients may enjoy the holiday with those they are most comfortable with and connected to. It is beneficial to speak to your clients about the holiday schedule and any traditions in advance, so everyone will know what to expect. All activities should be planned around the clients' needs and interests.

**Safety:** COVID-19 and Influenza are highly transmissible in social settings. One infected person could cause many people attending the same gathering to become ill. We urge you to be diligent, follow public health guidance, to have a safe and happy holiday.

- Keep things small with your invited guests.
- Remind guests who are not feeling well to stay home.
- If you are feeling unwell (even if your symptoms are minor) cancel and make alternative arrangements.
- Ensure proper cleaning and disinfecting of high touch surfaces.
- Have hand sanitizer, hand soap and alcohol wipes available for guests to sanitize their hands at common touch points.

When planning indoor events where the clients would like to invite friends or family over for the holidays, staff are to follow the Public Health Recommendations and ICE protocols regarding food sharing and Safe Visitor Practices.



CHRISTMAS ACTIVITIESCALLINGWOOD**Hayrides and Santa Photos**

On Saturday, December 10, from 11am-3pm, the Marketplace at Callingwood invites you to bring the family to meet Santa Claus who'll be visiting us in the lobby of the Professional Centre, 6650-177 Street.

Get your photo taken then hop on a FREE horse drawn hay ride around the parking lot (pick up point is in front of the Callingwood Professional Centre doors).

Enjoy entertainment by The Sugar Plums, have photos taken with the Holiday Beauty Princess and keep an eye out for the pesky Holiday Grouch!

We have space for approximately 100 families, so we recommend that you pre-register to save your spot!  
Registering is a \$6.32 donation

ICE ON WHYTE

Friday-Sunday, January 27 to January 29, 2023 Dr. Wilbert McIntyre Park (8331 104 Street NW, Edmonton)

OLD TIME CHRISTMAS GATHERING

On Saturday, Dec 10 from 2pm to 5pm  
Enjoy some Christmas cheer in the beautiful historic McKay Avenue school, Alberta's oldest standing brick school.

CINEPLEX FAMILY FAVOURITE MOVIES

Every Saturday Morning!

Treat your family to a Saturday morning at the movies and still have money leftover for popcorn, candy and drinks! After a long hiatus, Cineplex Family Favourite are returning to your local theatre on February 26, 2023. For just \$2.99 per ticket

FREE CHRISTMAS ACTIVITIES

- Homemade ornaments.
- Visit Christmas Markets
- Bake and decorate Christmas cookies or gingerbread house
- Read some Christmas books
- Watch the holiday fire channel on tv
- Make a Christmas dessert
- Write out your Christmas cards
- Build a snowman/make snow angels
- Sing Christmas Carols
- Walk around the legislature and look at the Christmas lights
- Play your favorite Christmas music
- Visit Christmas Markets
- Attend Holiday Festivals
- Walk down candy cane lane
- Make an ugly Christmas Sweater

ENTER FOR YOUR CHANCE TO WIN!!!!

There will be "door" prizes to be won by employees. Ballots for the "door" prizes will be submitted via email to the following address: **[hphillips@icenterprises.com](mailto:hphillips@icenterprises.com)**.

Please include your name, employee number and phone number. Employee who win a door prize will be contacted by the ICE Office. Door prize submission date end is December 15,

2022. Please have your ballot in by December 15 to be eligible to receive a wonderful prize.

One door prize per employee.





## INDEPENDENT COUNSELLING ENTERPRISES

### Time Sheet Submission Dates and Pay Dates for 2023

MONTH	TIME SHEETS	PAY DATE
December 2022	Hours for December 16th-31st Due January 2nd.....	Paid on January 10
January	Hours for January 1st-15th Due January 16th..... Hours for January 16th-31st Due January 31st.....	Paid on January 25  Paid on February 10
February	Hours for February 1st-15th Due February 15th..... Hours for February 16th-28th Due February 28th.....	Paid on February 24 Paid on March 10
March	Hours for March 1st-15th Due March 15th..... Hours for March 16th-31st Due March 31st.....	Paid on March 24  Paid on April 6
April	Hours for April 1st-15th Due April 17th..... Hours for April 16th-30th Due May 1st.....	Paid on April 25  Paid on May 10
May	Hours for May 1st-15th Due May 15th..... Hours for May 16th-31st Due May 31st.....	Paid on May 25 Paid on June 9
June	Hours for June 1st-15th Due June 15th..... Hours for June 16th-30th Due June 30th.....	Paid on June 23  Paid on July 10
July	Hours for July 1st-15th Due July 17th..... Hours for July 16th-31st Due July 31st.....	Paid on July 25 Paid on August 10
August	Hours for August 1st-15th Due August 15th..... Hours for August 16th-31st Due August 31st.....	Paid on August 25 Paid on September 8
September	Hours for September 1st-15th Due September 15th..... Hours for September 16th-30th Due October 2nd.....	Paid on September 25  Paid on October 10
October	Hours for October 1st-15th Due October 16th..... Hours for October 16th-31st Due October 31st.....	Paid on October 25  Paid on November 10
November	Hours for November 1st-15th Due November 15th..... Hours for November 16th-30th Due November 30th.....	Paid on November 24  Paid on December 8
December	Hours for December 1st-15th Due December 15th Hours for December 16th-31st Due January 2nd.....	Paid on December 22  Paid on January 10, 2024



## INDEPENDENT COUNSELLING ENTERPRISES

STATUTORY HOLIDAYS 2023

NEW YEAR'S EVE	SUNDAY	JANUARY 1, 2023
ALBERTA FAMILY DAY	MONDAY	FEBRUARY 20, 2023
GOOD FRIDAY	FRIDAY	APRIL 7, 2023
EASTER MONDAY	MONDAY	APRIL 10, 2023
VICTORIA DAY	MONDAY	MAY 22, 2023
CANADA DAY	SATURDAY	JULY 1, 2023
HERITAGE DAY HOLIDAY	MONDAY	AUGUST 7, 2023
LABOUR DAY	MONDAY	SEPTEMBER 4, 2023
THANKSGIVING DAY	MONDAY	OCTOBER 9, 2023
REMEMBRANCE DAY	SATURDAY	NOVEMBER 11, 2023
CHRISTMAS	MONDAY	DECEMBER 25, 2023
BOXING DAY	TUESDAY	DECEMBER 26, 2023



# DECEMBER VIRTUAL TRAININGS

## CLIENT COVID-19 TRAINING

DECEMBER 1, 2022 (1:30 PM TO 2:30 PM)

## AUTISM TRAINING

DECEMBER 2, 2022 (9 AM TO 10 AM)

## PTSD TRAINING

DECEMBER 5, 2022 (9:30 AM TO 11 AM)

## EPILEPSY TRAINING

DECEMBER 5, 2022 (10 AM TO 11:30 AM)

## ABUSE PREVENTION TRAINING

DECEMBER 5, 2022 (1 PM TO 3 PM)  
DECEMBER 22, 2022 (1:30 PM TO 3:30 PM)

## HACD TRAINING

DECEMBER 5, 2022 (1 PM TO 5 PM)

## PRE EMPLOYMENT TRAINING

DECEMBER 6,7,13,14,20,21 2022

## DIABETES TRAINING

DECEMBER 6, 2022 (10 AM TO 11:30 AM)

## EPIC TRAINING

DECEMBER 6, 2022 (1 PM TO 3 PM)

## BIPOLAR TRAINING

DECEMBER 6, 2022 (1PM TO 3:30 PM)

## HYPERTENSION TRAINING

DECEMBER 7, 2022(10 AM TO 11:30 AM)

## TOURETTE'S SYNDROME TRAINING

DECEMBER 7, 2022(10AM TO 12 PM)

## BORDERLINE PERSONALITY DISORDER TRAINING

DECEMBER 7, 2022 (1PM TO 2 PM)

## LIFTS AND TRANSFERS (CLIENT) TRAINING

DECEMBER 7, 2022 (1PM TO 4PM)

## SOMATIZATION TRAINING

DECEMBER 7, 2022 (2PM TO 3 PM)

## TRAUMA INFORMED CARE TRAINING

DECEMBER 8, 2022 (1:30 PM TO 3:30PM)

## HOARDING TRAINING

DECEMBER 9,2022 (9PM TO 10PM)

## DEMENTIA TRAINING

DECEMBER 9, 2022 (9:30 AM TO 11 AM)

## SCHIZOPHRENIA TRAINING

DECEMBER 12, 2022 (10 AM TO 11 AM)

## PBI TRAINING

DECEMBER 12, 2022 (1PM TO 3 PM)

## ADHD/DEPRESSION TRAINING

DECEMBER 13, 2022 (1 PM TO 3:30 PM)

## CPI TRAINING

DECEMBER 14, 2022 (9 AM TO 5 PM)

## OCD TRAINING

DECEMBER 14, 2022 (10 AM TO 12 PM)

## FASD TRAINING

DECEMBER 16, 2022 (1:30 PM TO 3:30 PM)

## SUBSTANCE ABUSE TRAINING

DECEMBER 19, 2022 (10 AM TO 11:30 AM)

## BRAIN INJURY TRAINING

DECEMBER 19, 2022 (1 PM TO 2:30 PM)

## HEALTHY EATING TRAINING

DECEMBER 19, 2022 (1:30 PM TO 3:30 PM)

## COMMUNICATION TRAINING-BUILDING TRUST

DECEMBER 20, 2022 (1 PM TO 4 PM)

## COMMUNICATION TRAINING-EMOTIONAL INTELLIGENCE

DECEMBER 21, 2022(1 PM TO 4 PM)

## DUE DILIGENCE FOR SUPERVISORS AND MANAGERS TRAINING

DECEMBER 30, 2022 (9:30 AM TO 12:30 PM)





## JANUARY VIRTUAL TRAININGS

### PRE EMPLOYMENT TRAINING

JANUARY 3,4,10,11,17,18,24,25,31 2023

### PROMOTING SAFETY TRAINING

JANUARY 5, 2023 (1:30 PM TO 4:30 PM)

### PBI TRAINING

JANUARY 9, 2023 ( 1:30 PM TO 4:30 PM)

### CLIENT COVID-19 TRAINING

JANUARY 10, 2023 (11 AM TO 12 PM)

### WORKPLACE VIOLENCE, BULLYING AND HARASSMENT TRAINING

JANUARY 11, 2023 (10 AM TO 12 PM)

### BORDERLINE PERSONALITY DISORDER TRAINING

JANUARY 12, 2023 (1:30 PM TO 3:30 PM)

### CLIENT ABUSE PREVENTION TRAINING/RIGHTS/HEALTHY RELATIONSHIPS TRAINING

JANUARY 16,24 2023 (1:30 PM TO 3:30 PM)

### CLIENT SCAM PREVENTION COVID-19 TRAINING

JANUARY 19, 2023 (1:30 PM TO 3:30 PM)

### WORKPLACE INSPECTION TRAINING

JANUARY 20, 2023 (9 AM TO 4 PM)

### INVESTIGATION TRAINING

JANUARY 26, 2023 (1PM TO 5 PM)

### ABUSE PREVENTION TRAINING

JANUARY 26, 2023 (1:30 PM TO 3:30 PM)



## CHRISTMAS DINNERS



### Sunterra Market Meal Kits & Holiday Feasts

Sunterra's Three-course feasts give you a few tasty options for your main like Persian lamb and squash stew, chicken cordon bleu, paella, or vegetable shepherd's pie. The Holiday Meal Kits let's you choose between stuffed turkey breast, prime rib, or Modena ham, with festive sides included.

(Link: <https://www.sunterramarket.com/ShopGrocery/ThreeCourseFeasts>)

**When:** Order in between December 12 and 20th,

Pick up by December 24 from 9am - 8pm

**Where:** Commerce Place – 201 10150 Jasper Ave, Edmonton

Lendrum Shopping Centre – 5728 111 St NW, Edmonton

**How much:** Three Course Holiday Feasts – \$16.99-\$18.99 per meal

**Holiday Meal Kits – \$69.99-\$99.99. Phone: (780) 434-2610**

### A Capella Catering Holiday Dinners to go

A Capella will assist your holiday gathering no matter the size. They can accommodate smaller dinner parties with individual Holiday Take and Bake dinners.

(Link: <https://www.acappellacatering.com/menus/holiday-take-and-bake/>)

**When:** place order at least 48 hours in advance, pickup and delivery available until December 24

**Where:** 12105 120 Ave NW, Edmonton

**How much:** Holiday Take and Bake Dinner for 4 to 6 people \$126.50

**Individual Take & Bake Meals \$24.75 each. Phone: (780) 454-2642**

### Barb and Ernie's Country Inn Heat and Serve Turkey Dinner

Take Barb and Ernie's signature German food home this Christmas via their Heat and Serve Turkey Dinner. Along with turkey, you and your family/friends can enjoy bread stuffing, gravy, cranberry sauce, corn pudding, mashed potatoes, spinach salad, fresh baked buns, and homemade desserts.

(Link: <https://oldcountryinnedmonton.com/>)

**When:** order by December 16, pickup December 23-24

**Where:** 9906 72 Ave. NW, Edmonton

**How much \$25 per person. Phone 780-433-3242**

### Upper Crust Café & Catering Holiday Specials

The Christmas dinners from Upper Crust come in several delicious options for your main dish like turkey and gravy, salmon, baked ham, or portobello quinoa loaf. Each of these dinners comes alongside traditional holiday sides, with plenty of dessert options too. Order an extra serving of cookies or a yule log to finish your festive takeout.

(Link <http://www.cafeuppercrust.ca/>)

**When:** available December 1-24 for delivery or pickup, order by December 21, 2021

**Where:** 10909 – 86 Ave, Edmonton

**How much: \$17-\$21 per person. Phone: 780) 758-5599**

### Swiss Chalet

Our famous Quarter Chicken served with stuffing, cranberry sauce, a dinner roll, choice of side, Chalet Dipping Sauce and 5 LINDOR Chocolate Truffles.

**When:** Available Dec 1 – 26. Can only order delivery through Skip the Dishes, Door Dash or Uber Eats. Orders can be picked up by calling the restaurant, making an order and picking up.

**Where:** <https://www.swisschalet.com/>. **Phone:** Check your local Swiss Chalet

**How much: \$18.49 each**



HEALTH AND SAFETY MEETING MINUTES  
NOVEMBER 16, 2022  
(MINUTES EDITED FOR PUBLICATION)

### 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 September 14, 2022 Meeting Minutes:** February 16, 2022 – Staff was backing out of a parking stall at the same time that another community member was backing up, hitting staff's vehicle. **Incident Investigation Recommendations:** Staff to check before backing out and get driver's attention by honking. Staff reviewed Appendix A Road Safety practices. **HSC Recommendations:** No additional recommendations.

**Northwest September 1, 2022 Meeting Minutes:** No investigations to be reviewed.

**South Sept 13, 2022 Meeting Minutes:** No investigations to be reviewed.

#### B) Section 3.3 Completed Near Miss Incident Investigations

**Calgary Sept 14, 2022 Meeting Minutes: June 17, 2022 –** Staff microwaved a paper cup for 50 seconds. They smelled something burning. **Incident Investigation Recommendations:** Purchased microwave safe cups for the site and reviewed microwave safety in the health and safety binder. Staff notified of hazard. **HSC Recommendations:** No additional recommendations.

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

**August 14, 2022 –** Client became aggressive to staff after they asked for a receipt. **Incident Investigation Recommendations:** Client met with his psychiatrist; a medication review was completed. **HSC Recommendations:** No additional recommendations.

**August 24, 2022 –** Client's stepfather became verbally aggressive towards staff. **Incident Investigation Recommendations:** Review employees right to a safe work environment. Office to communicate any changes in schedule with the appropriate person. **HSC Recommendations:** No additional recommendations.

### 3.3 Evaluation of completed near miss investigations (Edmonton):

**July 28, 2022 -** SHO was knocked by client when he jumped into the backseat of a car before the staff had time to back up. **Incident Investigation Recommendations:** Assess and report program hazards as per ICE policy. Update client's positive approaches and personal profile, consult with Client Behaviour Services Consultant. **HSC Recommendations:** No additional recommendations.

**August 28, 2022 -** Client pushed staff after staff stopped them from taking another client's food. **Incident Investigation Recommendations:** Collect information about preceding behaviours/triggers for aggression. Update personal profile and booking notes. **HSC Recommendations:** No additional recommendations.

**September 8, 2022 -** Security door was left open by a doorstop being in the jam. **Incident Investigation Recommendations:** All staff reminded of security risks for leaving doors open. **HSC Recommendations:** No additional recommendations.

**3.5 COR Audit Review:** COR Audit completed and submitted, received a 98%.

**3.6 Hazard Assessment and Control document (H.A.C.D.):** Reviewed pgs. 1-3 Working with People **HSC Recommendations:** No additional recommendations.

**Calgary Meeting Minutes:** Reviewed pages 114-115 Testing and/or changing batteries on safety equipment. **HSC Recommendations:** No additional recommendations.

### 3.7 Policy Review: 3.5.3 Health and Safety Committee

**3.8 COVID 19 Pandemic Response:** A new vaccine has been approved in Alberta that fights both the original COVID-19 virus and the Omicron strain. Reminder appointments can be made using the following link:  
<https://www.albertahealthservices.ca/topics/page17295.aspx> or by calling 811 for booster shot.

**3.10 Emergency Response Plan Review:** Action Plan Template #5 – Personnel Risk- Pandemic-Shortage/Loss of Staff. **HSC Recommendations:** Add COVID-19 under risk matrix, update links provided as they are outdated, overall review of documentation.

**Next Meeting Date: December 14, 2022 @  
1:30pm**



# COVID-19 VARIANTS

## What are they?

The virus that causes COVID-19 is constantly changing, and new variants of the virus are expected to occur.

Sometimes new variants emerge and disappear. Other times, new variants persist.

Some variations allow the virus to spread more easily or make it resistant to treatments or vaccines. Those variants must be monitored more carefully.

## How do Variants Change?

As the virus spreads, it has new opportunities to change and may become more difficult to stop. These changes can be monitored by comparing differences in physical traits (such as resistance to treatment) or changes in genetic code (mutations) from one variant to another.

## What We Are Doing?

By studying each variant and understanding these differences, scientists can monitor, and often predict, whether a variant is more dangerous than others. Scientists can also use this information to track the spread of a variant.



## Important Ways to Slow the Spread of COVID-19

- Get Vaccinated
- Wear a well-fitted mask
- Avoid crowds
- Test to prevent spread
- Stay 6 feet apart
- Wash your hands often

## REFERENCE

<https://www.cdc.gov/coronavirus/2019-ncov/variants/understanding-variants.html>





## Get the guidance you've been looking for

Let a health and wealth consultant help you find ways to save and reach your goals.

Book a call with a health and wealth consultant, a licensed professional, to get support and advice when you have questions, like:

- What investments are right for me?
- How much should I contribute to reach my goals?
- How can I get my information online?

Your health and wealth consultant can help you with all these questions and more. You can connect with them whenever you need to.

It's all part of your workplace retirement and savings program to help you with your financial goals.

Book a call with a health and wealth consultant

Connect and get started on the path to reach your goals in every stage of life.



<http://canlife.co/CRM>