

JUNE 2020

EDMONTON

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

• **June 15th 2020**

For all shifts worked
between June 1 and June
16.

• **June 30th 2020**

For all shifts worked
between June 16 and
June 30.

UPCOMING

• **HEALTH AND
SAFETY MEET-
ING**– June 16, 2020
@ 1:30 PM

• **RPAC MEETING**–
June 18, 2020 @ 2PM

ICE PAGE

Making it Happen!- Supporting Social Inclusion

Jeff

Jeff started services with ICE in March, 2017. Jeff lives in Calgary with his wonderful wife. Jeff is an active guy and enjoys participating in swimming and exercise classes.

Upon starting services with ICE, Jeff identified that he would like to explore fitness activities and build friendships. Jeff and his support staff partake in a drumming class and enjoy going swimming and being outside. Jeff excelled at achieving his previous goal of practicing to enter/exit support staff vehicles in a safe manner as this can be challenging at times due to his lack of vision. Jeff feels a great sense of independence being able to enter/exit staff vehicles with minimal assistance.

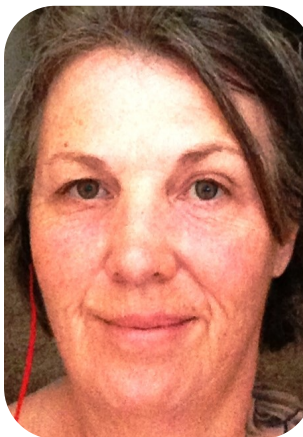
Jeff is a very social person and enjoys trying new activities and meeting new people. Jeff and support staff have invited friends to lunch/ coffee and to participate in fitness classes. When Jeff is not at a day program, he enjoys swimming with Special Olympics and spending time with his wife.

We are very happy to have Jeff as part of ICE. He has a great sense of humour and is a very positive person.



Employee Spotlight

Joanne has been an employee with ICE since 2016. Joanne is a valued employee and is eager to learn and assist her clients. Joanne is deeply committed to health and safety. She assists Jeff in working hard on his goals and promotes independence in everything he does. Jeff and Joanne have built a great professional relationship and share a lot of laughs together. Joanne, thanks for all your hard work and dedication to your client.



COVID-19 INFORMATION

PRACTICE PHYSICAL DISTANCING

Keep at least 2 meters between you and others. If you are too close to someone who coughs or sneezes, you risk breathing in tiny droplets that could contain the COVID-19 virus.

[Alberta.ca/covid19](https://alberta.ca/covid19)

Payroll Announcement

Independent Counselling Enterprises is pleased to announce a new Payroll Software System, **DAYFORCE**, will go **LIVE on June 25, 2020**.

Dayforce will give you access to your personal information and relevant payroll information, anytime and anywhere.

Through Dayforce you'll be able to:

- ◇ Update you address
- ◇ Update your contact details
- ◇ Update your emergency contacts
- ◇ Update your banking information
- ◇ Update your Federal and Provincial TD-1
- ◇ Access your paystub
- ◇ Access your T4 (effective 2020 taxation year)

Get ready to learn about **Dayforce!**

Dayforce will give you the power to view your Payroll information 24-7 from any device with an Internet connection. Dayforce is very user friendly but training will be provided to make the transition as smooth as possible.

Self-paced training will be available June 17, 2020 and will need to be completed by June 25, 2020. You can access this training by following the steps below:

1. Your Dayforce credentials: Your **username** is your **first name.last name** (as it appears on your current pay statements and in lower case). Your **initial password** is your last name (as it appears on your current pay statements and in lower case) **followed by the last 3 digits of your Social Insurance Number (without any spaces between)**. You will be prompted to change your password.
2. Click the Dayforce link at **www.dayforcehcm.com** or go to **www.icenterprises.com** click the link on the bottom left corner of the home page or the link in Facebook under Independent Counselling Inc.
3. Enter the company name **ice** (in lower case), your Username and Password.
4. Click **Login**.

Launch MyPath Training

5. Once logged in, you can access MyPath from the Help button in the top right of the screen.
6. It will launch in your default browser. From the Table of Contents on the left, expand the Employee role, select the first lesson, and follow the instructions.



If you have any questions, please contact your ICE Payroll Unit.

ICE THANK YOU CARD INCENTIVE WINNERS

Jennifer P received a thank you card from her supervisor when she went over and above caring for all clients and staff's health and safety during the pandemic.

Thank you for all your hard work!

Congratulations!

thank
you!

Vincent M received a thank you card from her supervisor when he showed great flexibility and teamwork to transition the client to his new home. Thank you for the extra efforts to make client's move a smooth one!

Keep it up!

thank
you!

Kashmiraben S received a thank you card from her supervisor when she showed extra effort throughout the COVID-19 pandemic, ensuring that the staff and clients are happy, healthy and safe. Thank you!

Congratulations!



Training

Workplace Inspection Virtual Training

June 5, 2020
9AM to 4 PM



ICE HAS A TD GROUP RSP PLAN!

Refer to Policy 3.4.18 FUTUREBUILDER RSP If you are eligible, ICE will match your contributions!

To sign up, please contact:

Independent Counselling Enterprises at : 780-453-9664

Contact your local TD branch or book an appointment online to see a financial advisor to discuss your savings needs and any other financial objectives.

⇒ To find a TD branch close to you:

<https://www.td.com/ca/en/personal-banking/branch-locator/>

⇒ To book an appointment online:

<https://www.td.com/ca/en/personal-banking/products/saving-investing/>

Referral Incentive Program

Employees or Support Home Operators

who refer a person to ICE who successfully meet our hiring requirements and completes their three month probation with a minimum of 120 hours worked, receive \$100.00!



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.



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>

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://work.alberta.ca/occupational-health-safety/resources.html>

COVID-19 INFORMATION

HELP RELAUNCH, SAFELY

Prevention starts with awareness. Be informed on how you can protect yourself and others from COVID-19:

- Isolate if you're feeling sick
- When out, maintain physical distancing of 2 meters
- Wash your hands frequently for at least 20 seconds with warm water and soap
- Cover coughs and sneezes and stay home if you are sick
- Avoid touching your face
- Wear a mask in public places where keeping a distance of 2 meters is difficult

STAY INFORMED
alberta.ca/covid19

Alberta is gradually relaunching our economy. Each stage of relaunch will depend on the ability to keep infection numbers low. Prevention starts with awareness!

Check below for some interesting facts to help keep you informed and safe!



THE AIR

RESPIRATORY DROPLETS: Droplets greater than 5 micrometers expelled from someone who is coughing or sneezing. These droplets travel short distances and remain in the air for a few seconds, before dropping to the ground. This is a primary cause of new infections. So maintain that 6-foot buffer. **AIRBORNE TRANSMISSION:** Smaller droplets (less than 5 micrometers) that are exhaled while talking. These are called aerosols and can carry further and stay airborne longer, from 30 minutes up to 3 hours, but these are less likely to land on people. There are no known instances of airborne transmission, but it can't be ruled out. So keep up the social distancing.



CLOTHES

Contracting the virus from clothing or shoes is very unlikely. You don't need to wash or even change your clothes after venturing out if you practice social distancing. An exception would be if you suspect your clothes have come in contact with an infected person, then machine wash them. Buy new clothes? The virus can only live on clothes for about a day, so you can set them aside for 24 hours or just wash them if it makes you feel better. Employees who work elsewhere are asked to change clothing before coming to work at ICE.

FOOD/ GROCERIES

IN THE STORE: Sanitize your carts handles with wipes, practice safe distancing and don't touch your face. Sanitize your hands as soon as you can when you are done.

IN THE HOME: There's no evidence you can contract the virus by consuming food. It's unlikely the virus can be transmitted from food packaging, so wiping down grocery store or restaurant food containers isn't necessary. For precaution, just wash your hands after handling food containers and wipe countertops they touched with disinfectant. The freezer will not kill the virus, so wash your hands after handling frozen food packaging too. Normal cooking temperatures should kill the virus. For non-perishable food you put away, after 24-72 hours there's little to no trace of the virus on surfaces.



CONTAMINATED SURFACES

Here's how long the virus can live on the following surfaces. Keep in mind that although the virus can live for long periods on some surfaces, the amount it survives decreases sharply over time. It's possible a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their face. **This is not thought to be the main way the virus spreads.**

Copper	Up to 4 hours
Cardboard/paper	Up to 24 hours
Plastic	2 to 3 days
Stainless steel	2 to 3 days
Clothes	up to 24 hours

MAIL/PACKAGES/ NEWSPAPER



MAIL/PACKAGES/NEWSPAPER

The risks of COVID-19 remaining on newspapers and letters or packages are extremely low. Remember, the virus only lives on paper and cardboard from up to 24 hours. Still, it never hurts to wash your hands after handling them.