# 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:

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## Time Sheet Hand-In

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

JUNE 30TH 2022 FOR ALL SHIFTS WORKED BETWEEN JUNE 16TH AND JUNE 30TH.

## **UPCOMING**

HEALTH AND SAFETY MEETING June 15th/July 6th, 2022 at 1:30 PM.

RPAC MEETING June 15th/July 20th, 2022 at 2:00 PM.

## **ON SPOTLIGHT**

### **DALE D**

Dale knows what it means to bring people together, grow his social inclusion, and build a strong community. We are happy to spotlight the amazing community work Dale has been involved in this past year. Dale has been with ICE since January 2001, and from the beginning Dale has been conversive and sociable. He is a great communicator and loves to have conversation with many people. Dale enjoys the company of others and is always willing to lend a hand. Dale helps build a better community by helping his neighbors keep things "beautiful". Dale assists with snow removal,

mowing the grass and preparing gardens. Dale's staff support him in the community and Dale prides himself on his independence. Dale always enjoys the company of staff when he's working to beautify the neighborhood. He has many interests, but his primary interest is that he loves to help people. Dale has become friends with his neighbors and everyone in his community knows him. When he is out in the neighborhood, it is not uncommon to see people waving, stopping to chat, or offering Dale a smile, and Dale is quick to give it right back to them. Dale also loves to draw, color and paint. He will often gift his artwork and painting to his friends! He takes pride in his work, and he is a very thoughtful person that will make most who cross his path smile.



## **SOLOMON A**

Solomon Alawi has been working with Dale since September 2020. He supports Dale all week and has shown great interest and ability supporting Dale and his roommate. Solomon takes Dale on DAT's, to the malls, for volunteer work, to church, and to places of Dale's interest. Solomon also supports Dale when he attends the Nina Haggerty Art Gallery program two to three times a week. Recently, he introduced Dale to a new Day Program at Prosper Place. A special thank you goes out to Dale's support staff, as they remain dedicated, crucial, prominent companion for Dale, and their hard work is appreciated.



#### ICE HAS CANADA LIFE RSP PLAN!

Refer to Policy 3.14.18 CANADALIFE RSP if you are eligible, ICE will match your contributions! <u>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</u>

ICE WILL BE CLOSED ON JULY 1, 2022, CANADA DAY



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

## ICE THANK YOU CARD INCENTIVE WINNERS



Maria Helena Lopes provides
excellent support to her clients. She
is very flexible and adaptable in her
support and completes accurate
documentation!
Thank you for all you do!



Daniel Abay supports his client well and hands in paper work on time and completes them efficiently. Your hard work is greatly appreciated. You are awesome!



Abira Sadi provides excellent service to her client. The guardian recognizes an amazing worker and appreciates how well she understands the abilities of her client. With her support the client was able to learn new skills.

Keep it up!



Suresh Khanal received a thank you card for helping at the program when the TC was on vacation. Thank you for being a great support worker. Keep it up!



Innocent Kagabo shared a lot of information in achieving the client's goal during an ISP meeting Thank you for all your efforts and hard work!



Luwam Tesfagaber Kahsu supported a client to attend his employment development skills program. We appreciate your dedication! 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!



## JUNE/ JULY VIRTUAL TRAININGS

Pre-Employment Training

June 1,7,8,14,15,21,22,28,29, 2022 (9:00AM to 4:00PM)

PTSD Training

June 3, 2022 (9:30PM to 11:30PM)

Substance Abuse Training

June 3, 2022 (1:30PM to 3:30PM)

Communication Training - Civility and Respect/Conflict Resolution

June 6, 2022 (10:00PM to 12:00PM)

Somatization Training

June 6, 2022 (1:00AM to 2:30PM)

**HACD Training** 

June 7, 2022 (1:00PM to 5:00PM)

ADHD Training

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

**Depression Training** 

June 13, 2022 (1:00PM to 3:00PM)

Abuse Prevention Training

June 14, 2022 (10:00AM to 12:00PM)

Hypertension Training

June 15, 2022 (10:00AM to 11:30AM)

Communications Training: Supporting Task Improvement Training

June 15, 2022 (1:30PM to 2:30PM)

Autism/Pervasive Developmental Disorder - Non Specific Training

June 20, 2022 (10:00AM to 12:00AM)

**Promoting Safety Training** 

June 20, 2022 (1:30AM to 4:30PM)

Lifts and Transfers Training - PowerPoint

June 21, 2022 (9:30AM to 12:00AM)

**Epilepsy Training** 

June 21, 2022 (1:00PM to 3:00PM)

Diabetes Training

June 22, 2022 (10:00AM to 12:00PM)

Communications Training - Psychologically Safe Interactions

June 22, 2022 (10:30PM to 12:00PM)

Communications Training - Building Trust

June 22, 2022 (1:00PM to 3:00PM)

Abuse Prevention Training

June 22, 2022 (1:30PM to 3:30PM)

Due Diligence for Supervisors and Managers Training

June 24, 2022 (9:30AM to 12:00PM)

Schizophrenia Training

June 27, 2022 (10:30AM to 11:30AM)

Asthma Training

June 27, 2022 (1:00AM to 2:00AM)

PBI Training

June 28, 2022 (10:00AM to 12:00PM)

Muscoloskeletal Injury Prevention - Manual Materials Handling

June 28, 2022 (1:00PM to 4:00PM)

Brain Injury Training

June 29, 2022 (10:00AM to 12:00PM)

Communications Training - Emotional Intelligence

June 29, 2022 (1:00PM to 3:00PM)

OCD/Hoarding Training

June 30, 2022 (1:30PM to 3:30PM

Pre-Employment Training

July 5,6,12,13,19,20,26,27, 2022 (9:00AM to 4:00PM)

Abuse Prevention Training

July 12, 2022 (10:00AM to 12:00PM)

Communication Training - Civility and Respect/Conflict Resolution

July 12, 2022 (1:00PM to 3:00PM)

PBI Training

July 13, 2022 (10:00AM to 12:00PM)

Substance Abuse Training

July 14, 2022 (1:30PM to 3:30PM)

FASD/ODD Training

July 15, 2022 (9:30AM to 11:30AM)

Incident Investigations Training

July 15, 2022 (1:00PM to 5:00PM)

Scam Awareness and Prevention for Clients Training

July 19, 2022 (1:30PM to 3:30PM)

Trauma Informed Care Training

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

Workplace Inspections Training

July 22, 2022 (9:00AM to 4:00PM)

Healthy Eating/Diabetes Training

July 22, 2022 (9:30AM to 11:30AM)

Autism/Pervasive Development Disorder Training

July 25, 2022 (1:30PM to 3:30PM)

## **POLICY REVIEW**

#### 3.5.10 HAZARD ASSESSMENT AND CONTROL DOCUMENT

\*(Please note that selected sections of ICE Policy 3.5.10 are reproduced here. Please refer to the Policy manual for the complete policy).

The Hazard Assessment and Control Document Master (HACD) is a living document that details all hazards known to the employees of Independent Counselling Enterprises and the controls in place to mitigate the hazards. Employees at all levels of the organization are involved in the creation and updating of this document.

The Master Hazard Assessment and Control Document is separated into 4 sections based on job duties, including: General, Working with High Behaviors, Office Related Work and Non-Residential Services.

For residential settings, the HACD Master is tailored at each site to include site-based assessment and control information that details the hazards specific to that setting. Community Support Coordinators/Team Coordinators or the appropriate Manager will update the site-based hazard assessment when the Master HACD changes or when changes are required to the site-specific document. This includes circumstances listed in changes to the Master HACD or when there is a need for changes to be made (E.g., change in location, change in client). The site-specific hazard assessment and control document is reviewed and signed off on the Review/Revision Record located in the Health and Safety Binder. Program staff complete this process monthly at team meetings or sooner if there are changes in site hazards/controls.

In non-residential settings, a Hazard Assessment Checklist (as part of the Non-Residential Random Inspection) will be completed by a supervisor or designate in each new work site. All employees working in these sites will be provided a copy of the non-residential section of the HACD Master. These employees are responsible for ongoing hazard assessment and reporting new hazards to a supervisor utilizing this information and their "Identify Hazards/Utilize Controls" card distributed at the beginning of non-residential shifts. For each location, each regular non-residential worker will document on a Schedule 1 outline that this was completed. Any relief employee working in these programs will validate these hazards on a contact note. Hazards of these sites will be documented in C-Views and reviewed with each new employee at the time of booking.

New employees will be advised about the HACD Master and how to assess hazards in the workplace during Preemployment Training. All employees will be required to review their section on the HACD Master in their probationary period. Employees will be informed of their site-specific hazards and controls during orientation.

A copy of the HACD Master will be available at all sites where more than one employee works, in all Health and Safety Binders, and in every office. All employees are responsible to ensure that the document remains an accurate reflection of the hazards and controls of the agency.

### 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?ld=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?ld=1001957	Stay up to date on the most frequent information on COVID- 19 in the province of Alberta.
http://www.icenterprises.com/	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.

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

- 3.1Review 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 March 2, 2022, Meeting Minutes: No incident investigations this month.

Northwest March 10, 2022, Meeting Minutes:

February 8, 2022 - Staff arrived on shift and, when walking into the program to retrieve the salt, slipped on the icy sidewalk. Incident Investigation Recommendations: Staff reminded to salt the sidewalks regularly, and that the staff on shift should be completing it rather than the oncoming staff. HACD section on snow shoveling was reviewed with all staff. Health and Safety Committee Recommendations: No additional recommendations.

South March 1, 2022, Meeting Minutes: No incident investigations this month

B) Section 3.3 Completed Near Miss Incident Investigations

Calgary March 2, 2022, Meeting Minutes:

October 14, 2021 - Staff was at a four way stop with two passengers. Staff waited for their turn to turn left. When staff proceeded into the intersection, they realized that a truck was in their lane and came close to hitting staff's vehicle. Staff pulled over into a truck stop to ensure everyone was okay and to debrief.

Incident Investigation Recommendations: Mission Possible training. Reviewed orientation practices with supervisors.

Health and Safety Recommendations: No additional recommendations.

December 2, 2021 - Staff noticed the oven burner was left on within 15 minutes of their shift. Staff turned off the burner and monitored it for a few minutes to ensure that it had adequately cooled off.

Incident Investigation Recommendations: Review HACD- use of electric stove & Appendix A safety for cooking. Health and Safety Committee Recommendations: No additional recommendations.

Northwest March 10, 2022, Meeting Minutes:

January 22, 2022 - Staff went downstairs to the staff office and noticed that the carpet was wet. Upon looking for the source it was discovered that the window well had a large amount of water and it was coming through the window. Staff immediately notified the landlord and ECAT. Incident Investigation Recommendations: All house staff directed to review HACD section on Snow Removal and EAP#9 Flooding Single Household. Health and Safety Committee Recommendations: No additional recommendations

South March 1, 2022, Meeting Minutes:

December 20, 2021 - Client shared with her staff that her abusive exhusband had contacted her and made threatening statements of his intent to harm her. Staff supported client to contact the Police. Police initiated a restraining order and staff to assisted client in blocking his contact from client's social media accounts. Incident Investigation Recommendations: Team training. Review of safety preventative procedures with both clients in the home and all staff. Review appropriate task delegation. Update HACD. Health and Safety Committee Recommendations: No additional recommendations.

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

January 8, 2022 – While staff was attempting to use hand sanitizer, it sprayed into his eye. Incident Investigation Recommendations: Staff reviewed K1 (WHIMIS overview) section in the Health & Safety Binder. Staff reviewed SDS sheet for hand sanitizer. Location of hand sanitizer moved from the top of the filing cabinet to the kitchen counter. Health and 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 (include name of committee member(s) completing, program, issue, inspection type (E.g., RI) and # workers involved)
- A) Inspections held because of health and safety concerns brought forward: N/A
- B) Inspections completed (E.g., EQA, RI, Office Inspection): Kristina completed the office inspection on March 28, 2022 with 1 participant. Dusi S completed a monthly safety inspection with 1 participant.
- 3.5 COR Audit Review: Updating the Terms of Reference was a follow up item from the COR Action Plan.
- 3.6 Hazard Assessment and Control document (H.A.C.D.): Working with Clients with High Behaviours. Self Injurious Behaviors. Pages 12-13. HSC Recommendations: It is suggested that the safe house be added to HACD.

Calgary March 2, 2022 – Meeting Minutes: The Calgary region is assigned pages 77-115 in the general HACD. The committee reviewed pages 97-100 in the general HACD.

South March 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 56-59 in the general HACD.

Northwest March 10, 2022 - Meeting Minutes: Northwest has been assigned General Section pages 1-38 for the 2021-2022 review. The committee reviewed pages 7-8 in the general HACD.

- 3.7 Policy Review: 2.4.3 High Risk Supervision & 3.5.11 Emergency Procedures (All Services) & Emergency Preparedness Plans (Residential Programs/Support Homes)
- 3.8 COVID 19 Pandemic Response: All ICE employees are required to wear masks while on shift. 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: Loic completed Incident Investigations training on March 24 and Workplace Inspections on March 25. Welcome to Alli in the position of Health & Safety Coordinator. She completed Incident Investigations training on March 24 and Workplace Inspections Training on March 25. Both Loic and Alli will complete HACD training on May 3. Reviewed the training for all committee members and all training has been completed.
- 3.10 Emergency Response Plan Review: (Regional committees to review the ERP drills and identify recommendations for improvement) Will review the Action Plan Template #14 -Blizzard, Freezing Rain and Snowstorm. HSC Recommendations: No additional recommendations.

#### 4.0 Other Business

- Terms of Reference were reviewed. Members were asked to sign the updated TOR and provide a copy to Hazel or Kristina.
- Employer Répresentative vacancy filled by Latisha M. voted in by Matthew M, Cody M, & Kristina C.
- Photograph/Media Consent to be signed and returned to Hazel or Kristina. Health & Safety poster needs to be updated. Photographs of committee members receiving Health & Safety Incentive Prizes should be added to the ICE Page.
- Portfolio presented to Hazel P., Dusi S. & Innocent K.

Next Meeting Date: May 11, 2022 @ 1:30pm

#### HEALTH AND SAFETY MEETING MINUTES MAY 20, 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 April 6, 2022, Meeting Minutes: No incident investigations to review this month.

Northwest April 2022, Meeting Minutes: No meeting held in April.

South April 5, 2022, Meeting Minutes:

January 16, 2022 - Staff tested positive for COVID-19. Incident Investigation Recommendations: Retrain staff on COVID-19 protocols, appropriate use of provided PPE and review WCB reporting procedures. Health and Safety Committee Recommendations: No additional recommendations.

February 16, 2022 - Client became verbally and physically aggressive. Police were contacted. PRN was administered. Client calmed down for the police to speak with him. Incident Investigation Recommendations: Case conference to determine appropriate supports. Review PRN protocol, PRP and CI reporting procedures with SHO. Health and Safety Committee Recommendations: No additional recommendations.

B) Section 3.3 Completed Near Miss Incident Investigations:

Calgary April 6, 2022, Meeting Minutes: No incident investigations to review this month.

Northwest April 2022, Meeting Minutes: No meeting in April.

South April 5, 2022, Meeting Minutes: No incident investigations to review this month.

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

January 10, 2022 - Support staff was vacuuming a client's bedroom, while vacuuming, the electrical socket began to spark. The vacuum was immediately turned off. The staff and clients evacuated the program immediately. The fire department arrived, assessed, and deemed that it was safe for the clients and staff to return. Incident Investigation Recommendations: Team training on inspecting equipment before and after use. Team training on documenting and reporting faulty equipment. Team training on HACD -vacuum/equipment safety. Health and Safety Committee Recommendations: To review instruction manual. Possibility of an inspection log to be signed before and after each use.

February 7, 2022 - As staff was walking to work, staff stepped on a wet surface and fell. Incident Investigation Recommendations: Manager to review "Walk like a Penguin" poster with staff. Staff to review "Winter Safety" in the Health & Safety Manual Part 2 Section 1. Health and Safety Committee Recommendations: Reminder for staff to be aware of their surroundings and to wear proper footwear including ice grips. Building maintenance to be updated if parking lots/sidewalks are icy.

February 16, 2022 - After client in a wheelchair attempted to take another resident's belongings, they became agitated and blocked the way of other residents. Staff offered to help and went to wheel client to an open space. When staff attempted to move client's chair forward, client pushed the chair backwards and hit staff. Incident Investigation Recommendations: Staff to review Policy 2.5.1. Staff to review client's Positive Approaches and Risk Assessment. Staff to attend Trauma Informed Care Training. Health and Safety Recommendations: No additional recommendations.

- 3.3 Evaluation of completed near miss investigations (Edmonton): No near miss investigations reviewed.
- 3.5 COR Audit Review: Updating the Terms of Reference from the COR Action Plan has been completed.
- 3.6 Hazard Assessment and Control document (H.A.C.D.): Working with Clients with High Behaviours. Client Suicidal Behaviours Pages 14-15. HSC Recommendations: No additional recommendations.
- Calgary April 6, 2022 Meeting Minutes: The committee reviewed pages 102-105 in the general HACD.
- South April 5, 2022 Meeting Minutes: The committee reviewed pages 60-63 in the general HACD.
- Northwest April 2022 Meeting Minutes: No meeting in April.
- 3.7 **Policy Review**: 2.3.9 Infection Control and Cross Contamination and 2.3.10 Handling of Sharps/Puncture Wounds
- 3.8 COVID 19 Pandemic Response: All ICE employees are required to wear masks while on shift. To see what restrictions remain, visit https://www.alberta.ca/covid-19-public-health-actions.aspx. There is now a 4th dose available for everyone 70+ and First Nations, Metis and Inuit people aged 65 and older.

Bookings can be made using the following link: https://www.albertahealthservices.ca/topics/page17295.as px or by calling 811.

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 #13 -Severe Thunderstorm and Tornadoes. HSC Recommendations: No additional recommendations.

Next Meeting Date: June 15, 2022 @ 1:30pm

# HEALTH AND SAFETY REVIEW

## Do you know what a Near Miss is?

A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

Reporting a Near Miss can ensure that future incidents and injuries are avoided. Below are two examples of a near miss and the reason why they would be reported as such:

Example #1 - An employee trips over an extension cord in the hallway. The employee manages to regain their balance before falling and does not sustain any injuries. This event constitutes a near miss because injuries could have occurred, ranging from a bruise to a broken bone. The extension cord creates an unsafe condition in the workplace.

Example #2 - To reach items on the highest shelf in the office storage room several employees choose to stand on lower shelves instead of using a ladder. Employees occasionally slip, but none have been injured. This event constitutes a near miss because serious injuries could have been sustained by the employees. Additionally, this act could have potentially caused damage to property (i.e. the storage room shelving unit).

For every near miss that is not investigated or reported, it's more likely there will be an accident.



# HEALTH AND SAFETY INCENTIVE PRESENTATION



Innocent Kagabo received a portfolio for attending and participating in 15 Health and Safety meetings.



Kristina Covlin received a mug for attending and participating in 6 Health and Safety meetings.

## ICE Edmonton – Health & Safety Committee



Dusi Sen (TL) 780-454-9500



Innocent Kagabo (RSW) 780-454-9500



David Omisore (RSW) 780-454-9500



Matthew Mulderrig (CR MGR) 780-453-9834



Pauline Henry-Stephens (Relief) 780-454-9500

what we are: A group of worker and employer representatives working together to identify and solve health and safety concerns as well as promote awareness and interest in health and safety. We provide support for the 3 basic rights that all Albertans have in protecting their health and safety including: the right to know, the right to participate and the right to refuse dangerous work.

**WHY:** A health and safety committee benefits both employers and workers. A healthy and safe workplace cuts down on injuries that hurt you and hurt your company with reduced productivity and expensive insurance coverage. *It is also the law.* Occupational Health and Safety (OHS) legislation passed in June 2018, mandates companies to have Health and Safety Committees/ Representatives.

**HOW:** The Health and Safety Committee works to improve your work environment by completing inspections, participating in, and reviewing injury/illness/near miss investigations, reviewing policy and hazards, and acting based on these findings, as well as by bringing forth your concerns to management.

**WHEN:** In Edmonton, the committee meets virtually the <u>second Wednesday of every month at 1:30 pm</u> (confirmation is printed each month in the ICE Page). If you are interested in attending a meeting, please contact **Kristina Covlin** at the contact number below.

If you have concerns about your own or another employee's safety, you are obligated

to report it (ICE policy 3.5.2 / OHS legislation). You may report these to your supervisor or manager, call an Employee Client Assistance Team (ECAT) supervisor, contact a member of the Health and Safety Committee (numbers below) or drop a note into the health and safety box in the reception area of your regional office.



Kristina Covlin (H&S Specialist & Employer Co-Chair)
780-453-9829



Hazel Phillips (Worker Co-Chair) 780-732-2349



Cody May (TC) 780-732-2346



Alli Pickard (H&S TC) 780-453-9831



Loic Rucogoza (NRSW) 780-454-9500



Monica Roberts (ECAT) 780-461-7236



Latisha Myles (TC) 780-447-7896

If you are over the age of 18 and have any of the following core symptoms, not related to a pre-existing illness or health condition, you are legally required to isolate. Stay home and away from other people until your symptoms get better.

# CORE SYMPTOMS:

- new onset of cough or worsening chronic cough
- fever
- new or worsening shortness of breath or difficulty breathing
- runny nose
- sore throat
- loss of sense of smell or taste

## **WHO'S AT RISK:**

- OLDER PEOPLE
- People with underlying medical problems like high blood pressure, heart problems, diabetes, asthma.

### WHAT TO DO:

When you experience symptoms, use the self assessment tool for healthcare workers: https://myhealth.alberta.ca/journey/covid-19/Pages/HWAssessLanding.aspx

