OCTOBER 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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SAFETY MINUTES	

COVID-19 INFO DOCUMENT

TIME SHEET HAND-IN

• October 15th 2020

For all shifts worked between October I and October I 5.

October 30th 2020

For all shifts worked between October 16 and October 30.

UPCOMING

- HEALTH AND SAFETY MEET-ING- October 16, 2020 @1:30 PM
- RPAC MEETING-October 21, 2020@ 2:00PM

ICE PAGE

Making it Happens-Supporting Social Inclusion

HEATHER

Heather moved to Airdrie, Alberta from BC and joined ICE in 2011. With the support of her staff, Heather attended a weekly Bible Study, took classes, and volunteered in various places. Last year Heather found employment which has been temporarily put on hold due to the Covid-19 restrictions. She is gradually resuming her programs as the restrictions slowly lift.

The Bible Study group Heather attends meets weekly at a local church in Calgary. She has taken quilting classes at the Centre 4 Artistic Soles for many years where she makes quilts, book bags and jackets. Staff helped Heather enter one of her beautiful quilts into the Heritage Park Quilt Festival in 2017. It truly was a work of art!

Heather has volunteered in multiple school libraries over the years and continues to do so in a school in Airdrie. Heather is always looking for more opportunities to utilize her excellent organizational and office skills.

Last year, with the assistance of her staff, Heather found a volunteer position with Alberta Health Services at the Urgent Care in Airdrie. She is a valuable member to their team and Heather enjoys the volunteer work she is given.

With the support of her staff, Heather found paid employment at an office until early March and is looking forward to returning when it is safe to do so.

In between her volunteer placements, her job, and the classes she takes, Heather also walks regularly to stay healthy. She helps her friends at their volunteer placements, and loves to copy books with her exquisite printing.

Heather is the Airdrie representative for all the Special Olympic sports. Her favorite sport is bowling. She has attended many large tournaments in Calgary, Cochrane, Olds and Drumheller.

Heather is looking forward to the COVID-19 restrictions being lifted so she can return to her full active life.



Employee Spotlight



Mary returned to ICE two years ago after living out of the province. She has been supporting clients in Airdrie and began working with Heather for a second time in March this year. They did not have long together before the COVID 19 restrictions were put in place, but they enjoyed working with each other and look forward to getting back to their busy program. Mary was the original staff who assisted Heather in starting her quilting classes, attending Bible Study and volunteering at the library, Mary enjoys assisting her clients to find new and exciting adventures and activities. Mary's calm nature and wonderful sense of humor make the days enjoyable and Heather and Mary are always moving from one activity to the next. When Mary is not working, she can be found reading a good book or camping.

ICE OFFICES WILL BE CLOSED MONDAY, October 12th for Thanksgiving Day



Please direct all calls to the Employee Client Assistance Team for that day.
780-461-7236

Payroll Updates!!!

There has been a change in the Dayforce User log in credentials for employee's with their first day worked with ICE July 16,2020 forward.

The User Name has changed to Firstname.Lastname with the first letter of each capitalized.

Your Dayforce credentials:

Your username is your <u>First name.Last name</u> as it appears on your current pay statements with the first letter of each in upper 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.

Virtual Training

Pre-Employment Training

October 13-14, 2020 October 20-22, 2020 October 26-27, 2020 9:00AM to 4:30PM

RETIREMENT ANNOUNCEMENT

ICE would like to take this opportunity to announce the retirement of Bala Ramalingam at the end of September. Bala has been with our organization for 20 years, starting as a Team Leader and moving into a Team Coordinator position. His contributions to ICE and

his dedication to the individuals he has served have been integral to the success and continuity of the homes he has lead. Congratulations, Bala and may you enjoy your well-deserved retirement!



ICE THANK YOU CARD INCENTIVE WINNERS

Orphee B received a thank you card from his supervisor for the extra effort that he displayed when a program was short staffed due to the COVID-19 pandemic. Thank you for assisting our team in a crunch!

Thank –YOU!



Cecile B received a thank you card from her supervisor for repeatedly helping her client navigate through the COVID-19 protocols. Her commitment in ensuring the safety of the client is much appreciated.

Keep it up!



Jiddu G received a thank you card from his supervisor for supporting a relief staff at a program. His assistance to the program is very much appreciated!

Congratulations!



HURT AT WORK?

Employees and Support Home Operators are reminded of their responsibility (as per legislation) to report <u>all workplace injuries immediately to an ICE supervisor or manager</u>. 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.



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/

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	Alberta Occupational Health and Safety works in consultation with industry to help prevent work-related injuries, illnesses and fatalities.
https://work.alberta.ca/occupational-health-safety/ohs- publications.html#laws	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	

Health and Safety Committee Meeting Minutes September 16, 2020 (Minutes edited for publication)

 $3.1\,\,$ Review of 'Regional Health and Safety Meeting Minutes' Review other region's minutes especially sections 3.2 and 3.3.

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

Calgary: August 20, 2020 – Meeting Minutes: N/A – No completed investigations to review in previous month

South – August 11, 2020 - Meeting Minutes: N/A – No completed investigations in previous month.

Northwest: August 12, 2020 – Meeting Minutes: N/A – No completed investigations in the past month

3.1 B) Review of Regional Health and Safety Meeting Minutes - Section 3.3 Completed Near Miss Incident Investigations

Calgary – August 20, 2020 – Meeting Minutes

January 30, 2020

Staff and client were parking at Tim Horton's. The client opened the door without looking to see if it was safe to exit the vehicle. Another car was parking at the same time and the door was scratched by the other car. Follow-

up: Staff to remind client to check for cars prior to opening car door. It was also recommended for staff to educate client further on road safety. Incident Investigation Recommendations: Staff to remind the client to look for parked cars beside them before they open car doors.

Health and Safety Committee Recommendations: N/A - no additional recommendations

February 5, 2020

Staff was attempting to move their vehicle in a parking lot while an ambulance was parked directly behind the staff vehicle. Staff attempted to carefully move the vehicle, however, the staff car ended up making contact with the parked ambulance. There was no damage to the ambulance. Follow-up: Staff to ask owner of vehicle to please move the vehicle prior to attempting to move theirs.

Incident Investigation Recommendations: Staff to continue to utilize mission possible training to maintain safety while driving in the community. Transportation Safety (Section D) of the Health and Safety binder Part 2 have been reviewed with staff to continue to promote safety while driving.

Health and Safety Committee Recommendations: N/A - no additional recommendations.

South - August 11, 2020 - Meeting Minutes:

N/A – No completed investigation to review in the previous month.

Northwest: August 12, 2020 – Meeting Minutes: N/A – No completed investigations in the past month

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

May 14, 2020

Client was escalating and although staff followed client's positive approaches, client continued to escalate including yelling. EMS/police were called and the client attempted to strike the Emergency Medical Services (EMS) worker. The EMS worker was able to avoid the client's strike. The EMS worker administered a sedative and client was taken to the Grey Nuns Hospital and held for 24 hours for further assessment.

Incident Investigation Recommendations: Installment of Lifeline System; Training on Staff of Lifeline Guidelines, Client to return to injection medication schedule and implementation of a psychotropic PRN protocol.

Health and Safety Committee Recommendations: N/A – no additional rec-

June 15, 2020

ommendations

Client was complaining of noise for much of the day from neighbours walking their dog. The client became further agitated after speaking to the manager and broke the kitchen cabinet door stating that if he wrecks his home than he will have to move out. Follow up: debriefed with client. It was noted that the client subsequently did move to a new apartment on August 1, 2020 as a result of the incident and to prevent further property damage. Incident Investigation Recommendations: Staff re-training on client's Positive Approaches, Lifeline Communication System, Risk Assessment, AWOL Protocol, PRN Protocol, and Suicide Prevention Protocol.

Health and Safety Committee Recommendations: N/A – no additional recommendations

June 16, 2020

Client backed her wheelchair into staff after she was told she couldn't have another toy. Staff went to see doctor and get assessed for injury. Staff was directed to ensure that she is offering choices to client rather than being directive.

Incident Investigation Recommendations: Review policy 2.5.1, 2.7.3; staff to re-take Abuse Prevention; re-develop client's positive approaches. Health and Safety Committee Recommendations: N/A – no additional recommendations

3.3 Evaluation of completed near miss investigations.

N/A - No completed near miss investigations to review in previous month.

3.4 Health and Safety Committee Inspections

3.4 A) Inspections held as a result of health and safety concerns – N/A – None in August.

3.4 B) Inspections completed – Random Inspections – Total of 4 – Matthew – 4 (4 participants); Monthly Safety Inspections: Total of 1 – Pauline – 1 (1 participant); Random Inspections – Total of 1 – Cody – 1 (1 participant).

3.5 COR Audit Review – Review COR Action Plan – 5.04 Are Managers/
Supervisors provided training to support them in their role - Greg discussed that a meeting was held August 12, 2020 to discuss current processes and recommendations to for training and documentation requirements for supervisors and managers, including looking at standardized training outlines going forward.

3.6 Hazard Assessment and Control document (H.A.C.D.)

Greg discussed that the 2020 Master HACD was completed, including General, Residential, Office and Non-Residential sections were completed with a focus on changes to add COVID-19 as a specific hazard and specific controls in place to address it. Examples include: COVID-19 Prevention and Risk Management Protocols added to Administrative Controls and Forehead Thermometers added to Engineering Controls sections of a number of sections in the document. Site-specific HACDs are currently being completed for Offices and Residential Programs.

Greg sent out a rotation of particular sections for health and safety committees to ensure of all sections of the HACD

Edmonton:

Review of 2020 HACD -

Pages 21-22 – Use/Handling of Sharps (Knives, scissors, BBQ tools, peelers, shaving implements, water temperature thermometers etc.). Recommended changes include: In the physical hazards section: change Potential Consequences (PC) from 4 to 5 and Total from 10 to 11. Under engineering controls, adding sheaths for knives.

Pages 23-24 – Cooking/Food Preparation were reviewed. Recommended changes include

Calgary - August 20, 2020 - Meeting Minutes:

The Calgary Health and Safety Committee Reviewed pages 48-52, "Laundry Tasks, Garbage Handling and Disposal & General Housekeeping tasks," in the General HACD.

Recommendations include:

Laundry Tasks: It is recommended to add urine or fecal matter to biological hazards, fire to physical hazards (i.e. lint trap catches fire), potential exposure to covid-19 virus to biological hazards, to wash according to instructions on the tag in the engineering controls, add monthly safety inspections to administrative controls, as well as to wash hands prior to and after washing laundry to engineering controls.

Garbage Handling: It is recommended to add urine or fecal matter to biological hazards, including the potential for allergic reaction (i.e. from items thrown into the garbage), as well as potential exposure to covid-19 virus to biological hazards. It is also recommended to add slips, trips and falls to the physical hazards.

General Housekeeping Tasks: It is recommended to add, "body fluids (i.e. urine or fecal matter) & potential exposure to covid-19 virus to biological hazards to biological hazards. It is also recommended to add potential for fire burn (by a pot or pan if element still hot or appliance cooling down) as well as possibility to electric shock. It is recommended to add, use of appropriate cleaners for certain housekeeping tasks in engineering controls. Furthermore, it is recommended to add unplug appliance prior to cleaning and to clean after the appliance cools down in the engineering controls.

South - August 11, 2020 - Meeting Minutes:

Paperwork-Writing and Computer Use (pgs. 7&8). Committee had no additional recommendations to these documents.

Northwest: August 12, 2020 - Meeting Minutes:

Pages 110-113

Use of Telephones (Landlines and Cell Phones) – No changes recommended Testing and/or Changing Batteries on Safety Equipment, including Smoke Alarms, Carbon Monoxide detectors and Emergency Lighting – No changes recommended

3.7 Policy Review – 3.5.13 Code of Practice for Respiratory Protective Equipment

3.8 COVID 19 Pandemic Response

There were 2 situations of suspected COVID 19 transmission at ICE residences in the Edmonton Region in August, including one residential program where 3 staff and 2 clients tested positive and another residential program where 2 staff and 1 client tested positive. A Potential Serious Injury (PSI) was submitted to Occupational Health and Safety (OHS) on August 17, 2020. Co-chairs of the Health and Safety Committee were involved in both incident investigations and the investigation reports for both situations are in progress. Once completed, the Health and Safety Committees will formally review the investigations for both incidents.

Greg stressed the importance of all staff, whether in offices, residences and non-residential programs of frequent hand hygiene, using PPE as per protocols (E.g. wearing masks, face shields, gowns, and gloves as required), and social distancing from other employees and clients.

Greg also discussed screening procedures in place, including taking temperatures of staff/visitors/contractors as required in protocols and that if staff are symptomatic with any symptoms of COVID-19, they should stay at home or if at work, notify their supervisor.

Other Business

COR – ICE's external Certificate of Recognition (COR) audit was held September 7-9, 2020. This year, it was a documentation only review of ICE's health and safety management system. Greg discussed that once the external auditor has completed the report, it will be released to all staff. Health and Safety Training Updates – Greg thanked new committee members for completing Incident Investigations, Workplace Inspections, and Hazard Identification training offered in July and August 2020. Wildfire Smoke – Smoke from wildfires in along the North American West Coast may affect parts of Alberta later in the week. Particulates from the wildfire smoke can be dangerous to those with pre-existing health issues. Watch air quality index in local jurisdictions.

NEXT MEETING DATE: October 16, 2020 at 1:30 p.m.



Frequently Asked Questions: Covid 19

1. How does COVID-19 spread?

- COVID-19 is transmitted through person-to-person spread by:
 - Larger droplets, like from a cough or sneeze.
 - Touching contaminated objects or surfaces, then touching your eyes, nose, or mouth.
- COVID-19 is not airborne and cannot spread through the air over long distances or times, like the measles. Studies suggest that the virus generally only survives for a few hours on a surface, though it may be possible for it to survive several days under ideal conditions.

2. How long is a person contagious if they develop COVID-19?

- Current evidence indicates people with mild or moderate disease are no longer infectious by day 10 after symptom onset if their symptoms have resolved.
- People known to be sick with COVID-19 must isolate for 10 days from the beginning of symptoms or symptoms resolve, whichever takes longer.

3. I am worried I may bring the virus home to my family. How can I ensure that I do not?

- We understand that you may have concerns about COVID-19 and the impact it may have on your clients, friends, family members, and yourself.
- We are confident that the guidelines and equipment we have in place will protect our workers from exposure to COVID-19.
- It is critical that staff understands and is compliant with ICE procedures and protocols which are based on AHS direction for congregate living.
- As a reminder, ICE require all workers to wear a surgical/ procedural mask continuously, always and in all areas of the workplace if they:
 - provide direct client care
 - work in client homes or must enter client homes
 - cannot maintain adequate physical distancing from clients or co-workers
- By protecting yourself and using your PPE properly while at work, you are also protecting your family members and loved ones.
- You are also reminded not to bring your own PPE to work in residential settings (for example, a cloth mask). To ensure you are properly protected, please use the PPE supplied by ICE in ICE programs.
- The effective and appropriate use of PPE keeps staff clothing clean. Hair and shoe coverings are not required PPE.
- Here are some additional recommendations:
- Minimize contact between unprotected clothing and client environments. For instance, do not lean up against walls, countertops, furniture, client beds, or medical equipment.
- Change your clothes at the end of a shift, either at the program or once you arrive at home. If you change at work, transport the clothes you have changed out of into either a disposable plastic bag or a washable cloth bag that can be laundered at the same time as the clothes.
- Workers who are healthy and not experiencing symptoms can still share spaces with their family including bedrooms and bathrooms.
- ⇒ If you do become symptomatic, self-isolation is required.
- ⇒ All Albertans are eligible for testing for COVID-19, whether they are symptomatic or not. Testing will be by appointment, which can be easily booked online. If using the Internet is not an option, 811 can book an appointment online for individuals who want to be tested.

4. I noticed a co-worker with symptoms at work. What should I do?

• When staff come to work sick, they risk spreading the infection

to everyone they encounter. We all have a shared responsibility to keep our workplace safe, so speak up if you think someone is coming to work sick.

5. What type of precaution should I use when treating a client with suspected or confirmed COVID-19?

- Staff are advised to use Contact and Droplet precautions and follow the Resident Management protocol in addition to routine practices when caring for a client with suspected or confirmed COVID-19, including a procedure mask, gown, gloves and eye protection (e.g. goggles, face shield, or procedure mask with built-in eye shield). Note: personal eyeglasses are not sufficient eye protection.
- It is critical that staff should refer to and comply with the AHS direction and ICE protocols when working with clients. These protocols outline the circumstances and situations where personal protective equipment is required and appropriate in response to COVID-19.
- Review the PPE checklist for contact and droplet precautions and the proper procedures for donning and doffing procedures. The most important thing is paying close attention to detail.
- These guidelines are consistent with both the Public Health Agency of Canada and the World Health Organization, and with other provinces and territories in Canada.

6. Along with continuous masking, what other tips or preventative measures should I follow to keep safe at work?

- Masks should complement not replace other prevention measures. Please remember to:
- Wear appropriate PPE always. This varies depending on the precautions for each client. Don and doff your PPE appropriately. Posters available at each ICE Program will offer good guidance for appropriate donning and doffing. Ask your supervisor for assistance, if required.
- When physical distancing is not possible, such as in staff common areas, masks help prevent transmission. This means that if you need to remove your mask to eat or drink, and there is not room to social distance, you must find another location.
- Ensure all clients are masked when leaving programs. They should first perform hand hygiene before donning a mask.
- Take your daily health screening very seriously and pay attention to your physical health. Do not come to work sick.
- Practice frequent hand hygiene.
- Please gently remind your peers when you notice they might be forgetting good practices and be grateful if they point out you are doing the same.

7. When are care sites required to report an outbreak?

- All congregate care sites in the province are required to report to public health if they have even one resident or staff member with any COVID-19 symptoms.
- An outbreak is declared by AHS according to their criteria. You
 will be notified if the program where you work is in outbreak.
- Reporting an outbreak ensures public health is immediately involved to support the facility to protect residents and staff from spread of the virus.

8. What is the protocol if a client tests positive or an outbreak occurs in an ICE facility? Who do we contact?

- AHS has created a Coordinated COVID-19 Response team, made up of zone operations, Infection Prevention and Control, Medical Officer of Health, Public Health Nursing, and Safe Health Environments, to support any site that is experiencing an outbreak.
- This team will ensure the containment of the virus and reduce the spread as quickly as possible.

- If a client tests positive, all staff and clients will follow the Resident Management Protocol. AHS will do contact tracing and AHS or ICE will notify staff if they need to be tested.
- If a staff member tests positive, AHS will do contact tracing and will provide guidance on additional testing for staff and clients based on exposure.

9. Are staff allowed to work at multiple ICE sites if there is a confirmed outbreak at one of the sites they work at?

 To limit the spread of COVID-19, staff that typically work at multiple sites are temporarily restricted to work at a single site. Staff will be notified by ICE about where they are able to work upon direction from AHS. Staff may be able to work in other sites once it is determined clients are no longer contagious.

10. When is an outbreak declared over?

 An outbreak is declared over only when four weeks have passed with no new cases.

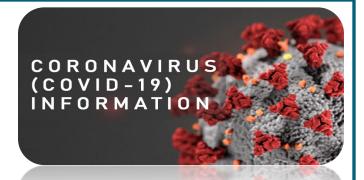
11. I am waiting for my test results. How long will it take?

- In terms of test results, it takes approximately one day from the time a swab is collected to when the sample is received at the lab.
- From received in the lab to a result, it takes about 13 hours.
- From swab collection to a result, it takes less than two days.
- Once a positive COVID-19 test result comes in, currently individuals are notified by AHS staff within 24 hours.
- AHS staff are doing their best to provide results as quickly as
 possible, however given the high volume of test results, there
 can be delays. Please be assured, you will be contacted directly. Positive COVID-19 test results are being prioritized at this time
 in the interest of public health.
- In the meantime, please follow self-isolation procedures to reduce the risk of transmission.
- The guide below can help you and your manager confirm when it is appropriate to return to work if you have been self-isolating, had symptoms, or been tested, and when/if clients are to isolate

12. Do I need to have a test to confirm that I do not have COVID-19 before I can return to work if I am sick or have been exposed to COVID 19* (exposure means close contact without use of PPE)?

 Anyone with COVID-19 symptoms is legally required to isolate themselves for 10 days from the onset of symptoms and until

Scenario	Isolation Required	Days Isolated
Symptomatic Resident	Yes	10 days from symptom onset <u>OR</u> until
Positive COVID-19 test	Yes	symptoms resolve, <u>Whichever</u> is longer 10 days from symptom onset <u>OR</u> until symptoms resolve, <u>Whichever</u> is longer
Close contact with someone who has COVID 19	Yes	14 days
Current resident who returns from hospital admission <u>related</u> to confirmed COVID-19	Yes	14 days from symptom onset <u>OR</u> until symptoms resolve, <u>Whichever</u> is longer
Current resident who returns from hospital admission <u>unrelated</u> to COVID 19	Yes	14 days



their symptoms have resolved. If you display symptoms, you must contact 811 and follow directions. If you are directed to be tested by AHS, you must be tested and have a negative result BEFORE you can return to work.

- If you have been exposed to someone (in close contact without proper PPE), you must test and isolate as per AHS direction (14 days isolation).
- This extra measure provides a margin of safety to protect our most vulnerable and also helps ensure that our testing resources are used where they can provide the most value, including diagnosing clients in congregate care environments, acute care settings, and healthcare workers with new symptoms.

13. Will I be looking after confirmed COVID-19 clients?

- Depending on where you have been working, you may be providing care to clients with COVID-19.
- If this occurs, you will be provided with the necessary education and appropriate personal protective equipment (PPE) to support you in your work.

14. I work for ICE and another service provider or health care facility. How does this order affect me?

 To prevent you from potentially transmitting COVID-19 between the sites, you must be assigned to work at only one ICE facility and for one employer.

15. What are my rights?

- Your rights as an employee
 - the right to know
 - the right to participate
 - the right to refuse dangerous work

The right to refuse work for health and safety reasons: Under the Canada Labour Code, employees have the right to refuse to do a job if there is reasonable cause to believe that the job presents a danger to themselves or another employee. <u>Employees must be at work in order to legitimately refuse to work.</u> You may be assigned other work if you refuse to do work you feel is dangerous. Please refer to ICE's policy regarding work refusal (Policy 3.5.2)

16. What are ICE's responsibilities as an employer?

• ICE has an obligation to take reasonable care to protect the health and safety of employees. In situations where a staff member or client has tested positive for COVID 19, ICE meets this obligation through implementation of approved protocols based on AH guidelines for congregate living, including the provision of PPE and direction on prevention of the spread of COVID 19.

17. What is an essential worker?

 Essential workers are considered critical to preserving life, health and basic societal functioning. This includes, but is not limited to, first responders, health care workers, critical infrastructure workers, hydro and natural gas, and workers who are essential to supply society by critical goods such as food and medicines. ICE employees are considered essential workers.