

OCTOBER 2021

EDMONTON

ECAT

Employee & Client
Assistance Team
780-461-7236

Phones do not accept text
messages— staff need to call
ECAT.

INSIDE THIS ISSUE:

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Training**

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TIME SHEET HAND-IN

- **October 15th 2021**—
For all shifts worked
between October 1st and
October 15th.
- **October 31st 2021**—For
all shifts worked between
October 16th and Octo-
ber 31st.

UPCOMING:

- **HEALTH AND
SAFETY MEET-
ING**— October 13TH/
November 10TH 2021
at 1:30PM.
- **RPAC MEETING**—
October 20TH/
November 17TH 2021
at 2:00PM

ICE PAGE

Making it Happen!- Supporting Social Inclusion

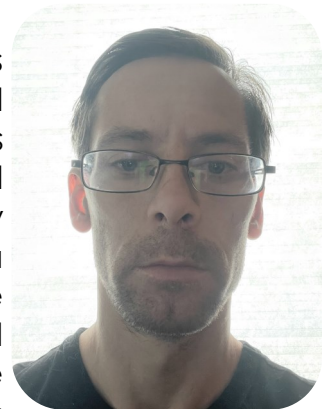
Elvis T

Elvis lives independently in the community of Drumheller and he started services with ICE South in 2004. Elvis enjoys discussing his interest in Apple products and cars. Elvis is very knowledgeable when it comes to technology!

Elvis and his support staff are working on his goal of increasing his computer proficiency skills. Over the past month, Elvis, with the support of his staff, is exploring employment opportunities in his community. Elvis is searching for employment via the internet and preparing for potential job opportunities by updating his resume, presenting himself in a professional manner, and ensuring

he understands his job duties and responsibilities.

Elvis has worked diligently in his job search and has recently obtained a position that he is very excited about! We are happy for Elvis and enjoy having him as a part of the ICE team. Elvis has a great sense of humor and enjoys speaking about topics of interest with others.



Employee Spotlight

Leslie has been an employee with ICE since 2004. Leslie is a long-term, valued employee and is eager to assist Elvis, especially in times of need and transition. Leslie assists Elvis in fostering his independence and wants him to be successful in all his endeavors; Elvis and Leslie are a great duo. Leslie, thanks for all your hard work and dedication, we appreciate you.



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**



DON'T FORGET TO FALL BACK! Daylight Savings Time Ends Sunday at 2AM (NOVEMBER 7, 2021) SET YOUR CLOCKS BACK ONE HOUR!

**ICE OFFICE WILL BE
CLOSED OCTOBER 11TH
THANKSGIVING DAY**



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

ICE THANK YOU CARD INCENTIVE WINNERS

Luam Tesfay received a thank you card from her supervisor for willingly returning the rental bed railing to Red Cross. Your cooperation was really appreciated. She won a Utopia Towel Set. Congratulations!



Naomi Araya received a thank you card from her supervisor for supporting a client during an extended stay in the hospital. She won a Gibson Home Dinnerware Set. Keep it up!



Binam Bhandari received a thank you card from her supervisor for completing an EQA with an excellent result. We appreciate all your hard work. She won a Smoothie Blender Maker. All the best!



Mavish Karuhinda received a thank you card from her supervisor for completing an excellent EQA. We thank you for your hard work and dedication to the program and the clients. She won a Cuisland Cast Iron Set. You are the best!



Innocent Kagabo received a thank you card from his supervisor for providing extra insight into the client and their family. The extra steps you take to really get to know your client shows. He won a Reacher R2 White Noise Machine and Night Light. Congratulations!



Gloria Rivera received a thank you card from her supervisor for her hard work to keep the clients involved in activities. She won a Bamboo Plant Stand. You are awesome!



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>

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

Stay up to date on the most frequent information on COVID-19 in the province of Alberta.



3.1.7. COVID-19: Mandatory Vaccination

The health and safety of Independent Counselling Enterprises employees and clients is a priority. I.C.E. is committed to taking every precaution reasonable in

the circumstances for the protection of the health and safety of workers and clients from the hazard of COVID-19. Vaccination is a key element in protection against the hazard of COVID-19. This policy is designed to maximize COVID-19 vaccination rates among employees as one of the critical control measures for the hazard of COVID-19. To this end, all I.C.E. employees/support home operators are required to be vaccinated against COVID-19.

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants. Given the continuing spread of COVID-19, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for employees/support home operators to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues, clients, and the community.

This policy applies to all I.C.E. employees and support home operators. New I.C.E. employees/support home operators are required to be fully vaccinated against COVID-19 as a condition of being hired or contracted.

I.C.E. follows provincial and federal guidelines in regard to supporting employees to be vaccinated during work time, if required. Employees/support home operators who remain unvaccinated due to a substantiated Human Rights Code related accommodation may be required to take additional infection and prevention control measures, including providing proof of a negative COVID-19 test (at the employee's/support home operator's expense), as well as self-isolate if exposed to COVID-19.

Regardless of vaccination status, all I.C.E. employees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work.

Vaccination Requirement

All I.C.E. employees/support home operators are required to be fully vaccinated with a COVID-19 vaccine series by November 5, 2021. For a two dose vaccine series, employees/support home operators must receive one dose of COVID-19 vaccine by September 30, 2021, and two doses of COVID-19 vaccine by November 5, 2021. For a single dose vaccine series (e.g. Johnson and Johnson), employees/support home operators must receive the dose by November 5, 2021.

Proof of Vaccination

I.C.E. requires a declaration from all employees/support home operators indicating their vaccination status. When requested, employees/support home operators must provide proof of vaccination from all employees/support home operators. Proof means documentation verifying receipt of a vaccination series approved by Health Canada. Employees/support home operators must have access to proof of vaccination at all times. I.C.E. will conduct random sampling of em-

ployees/support home operators, requesting proof of vaccination, for quality control purposes.

Employees/support home operators must declare their vaccination status to I.C.E. in accordance with the established process by no later than October 1, 2021.

Employees/support home operators who, by October 1, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not declared their vaccination status as required, may be directed to attend education on the benefits of vaccination, in addition to the obligations identified under "Vaccination Requirement" above.

Employees/support home operators will be required to update their declaration of vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine.

I.C.E. will maintain limited vaccination disclosure information in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Employees/support home operators may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

All non-client residents of support homes who are eligible for vaccination must be fully vaccinated by November 5, 2021. Respite workers for support home clients must also be fully vaccinated by November 5, 2021. Support home operators will review proof of vaccination for residents of the home and respite and will confirm with the supervisor this is complete by November 5, 2021.

Accommodations in Accordance with the Human Rights Code

Employees/support home operators who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground can request accommodation. All accommodation requests require written proof of the need for accommodation to be submitted along with appropriate form (e.g. in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time-limited).

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

I.C.E. will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, I.C.E. will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, I.C.E. may decide to deploy new measures (including at an individual level) to protect employees, clients, and the public from COVID-19 and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Consequences of Non-Compliance with Policy

Employees who do not comply with this policy will be terminated with cause. Support home operators who do not comply with this policy will have their contract with I.C.E. terminated.



Changes to Policy 3.4.18

As of October 1, 2021, Policy 3.4.18 is changing and this may affect you.

What is this policy about?

Policy 3.4.18 Group RSP is a voluntary RSP plan provided to I.C.E. employees through the management of a GROUP RSP Plan. I.C.E. will provide matching funders per pay period to the maximum stipulated amount, which is indicated in a table in the policy.

What are the changes to this policy?

POLICY TITLE CHANGE: The title is changing to 'GROUP RSP' (was previously FUTUREBUILDER RSP as FUTUREBUILDER is no longer ICE's RSP provider).

ELIGIBILITY:

To be eligible, an employee must be employed for 1 year (previously it was 90 days).

'One-time payouts are not used to calculate eligibility' was added to the policy.

MATCHING FUNDS

I.C.E. will match the employee contribution on eligible employees. After 1 year of employment, employees can contribute a minimum of \$30 to a maximum of \$75, which I.C.E. will match (note: this was changed from 90 days of employment). There are no changes to other contribution amounts. Employees are eligible after 2 years of employment to contribute a minimum of \$30 to a maximum of \$105 and after 4 years of employment, a minimum of \$30 to a maximum of \$135, which I.C.E. will match.

MANAGEMENT OF FUNDS

There is a change that employees must complete on-line registration prior to the Accounts Coordinator activating the account.

For more information, please see the policy at <http://www.icenterprises.com/>.

Is your Personal Information Up to Date in Payroll?



Log into Dayforce at www.dayforcehcm.com

Review your **Profile**.

Any changes and additions can be made by selecting **Edit** and entering the desired information in the fields below. **Please include your email address.** Review the information you have entered and select **Submit/Save**.

If you experience difficulties contact a Payroll Assistant at the Edmonton ICE Office 780-454-9500 for assistance.

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 meet our hiring requirements and completes their three month probation with a minimum of 120 hours worked, receive \$100.00!



OCTOBER VIRTUAL TRAININGS

Borderline Personality Disorder

OCTOBER 1, 2021 (9:30AM to 11:30AM)

OCTOBER 18, 2021 (1:30PM to 3:30PM)

Pre-Employment Training

OCTOBER 5,6,12,13,19,20,26, 27, 2021(9:00AM to 4:30PM)

Epilepsy Training

OCTOBER 5, 2021 (9:00AM to 12:00PM)

Abuse Prevention Training

OCTOBER 5, 2021 (10:00AM to 12:00PM)

OCTOBER 13, 2021 (1:00PM to 3:00PM)

PBI Training

OCTOBER 5, 2021 (3:30PM to 5:30PM)

OCTOBER 13, 2021 (10:00AM to 12:00PM)

FASD Training

OCTOBER 6, 2021 (9:00AM to 12:00PM)

Brain Injury Training

OCTOBER 8, 2021 (10:00AM to 11:30AM)

Client Goals and Outcomes Training

OCTOBER 12, 2021 (1:00PM to 5:00PM)

OCTOBER 22, 2021 (1:00PM to 4:00PM)

COVID-19 Training

OCTOBER 12, 2021 (1:30PM to 2:30PM)

ADD / ADHD Training

OCTOBER 13, 2021 (9:00AM to 12:00PM)

ISP Training

OCTOBER 18, 2021 (1:30PM to 4:30PM)

Hazard Assessment and Control Training

OCTOBER 19, 2021 (12:00PM to 5:00PM)

OCD / ODD Training

OCTOBER 20, 2021 (9:00AM to 12:00PM)

Substance Abuse Training

OCTOBER 21, 2021 (9:30AM to 12:30PM)

Incident Investigations Training

OCTOBER 21, 2021 (1:00PM to 5:00PM)

Harm Reduction Training

OCTOBER 21, 2021 (1:30PM to 4:30PM)

Schizophrenia Training

OCTOBER 28, 2021 (10:00AM to 12:00PM)

NOVEMBER VIRTUAL TRAININGS

Pre-Employment Training

NOVEMBER 2,3,9,10,16,17,23,24,30, 2021 (9:00AM to 4:30PM)

Schizophrenia / Psychosis Training

NOVEMBER 2, 2021 (9:00AM to 12:00PM)

Lift and Transfers (Power Point) Training

NOVEMBER 3, 2021 (9:00AM to 12:00AM)

Documentation and Reporting Practices Training

NOVEMBER 3, 2021 (1:00PM to 4:00PM)

NOVEMBER 29, 2021 (1:00 to 2:30PM)

Diabetes Training

NOVEMBER 8, 2021 (1:30PM to 3:30PM)

Abuse Prevention Training

NOVEMBER 9, 2021 (1:00PM to 3:00PM)

Conflict Resolution / Problem Solving Training

NOVEMBER 16, 2021 (9:00AM to 1:00PM)

Trauma Informed Care Training

NOVEMBER 16, 2021 (9:30AM to 12:30PM)

Depression / Anxiety Training

NOVEMBER 16, 2021 (1:30PM to 3:30PM)

Workplace Diversity Training

NOVEMBER 17, 2021 (1:00PM to 5:00PM)

Supervisor Training

NOVEMBER 17, 2021 (1:00PM to 4:00PM)

ADHD/ODD/OCD Training

NOVEMBER 17, 2021 (1:30PM to 4:30PM)

CPI Training

NOVEMBER 19, 2021 (9:00AM to 5:00PM)

PDD-NOS Training

NOVEMBER 23, 2021 (9:30AM to 12:30PM)

PBI Training

NOVEMBER 24, 2021 (1:00PM to 3:00PM)

Workplace Inspection Training

NOVEMBER 25, 2021 (9:00AM to 4:00PM)

Due Diligence for Supervisors and Managers Training

NOVEMBER 26, 2021 (1:30AM to 3:30PM)

Health and Safety Committee Meeting Minutes

August 11, 2021

(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 July 7, 2021, Meeting Minutes:

January 28, 2021: Client and staff were waiting for the LRT when a man approached the client stating the client was not in good care. Staff intervened which aggravated the man and he proceeded to use profane language and threatened staff. Staff and client stepped back from the man and called the transit police. **Follow-up:** Avoid this area of city. Staff to continue to utilize PBI techniques and to refrain engaging with strangers. **Investigation Recommendations:** Reminder to use PBI training and non-residential HACD, "working alone.". Alternative location chosen for day program. **Health and Safety Committee Recommendations:** no additional recommendations.

May 21, 2021: Staff and client were returning from an outing when staff received a call from office staff stating they would be dropping off supplies. The client wanted to meet the office staff in the lobby although it would be several hours. Client became verbally aggressive and slapped staff on the arm. Staff tried pressing the lifeline button; but the lifeline was not in range. Staff was able to redirect the client back to their apartment; the client would not allow staff inside and client became physically aggressive. Staff pressed lifeline and the police arrived at the scene. **Follow-up:** Office staff will utilize text messaging. Staff reminded of the client's Planned Procedure **Investigation Recommendations:** CRM explored obtaining lifeline base that has greater range. PBI (L-stance) reviewed with staff at the team meeting. CRM exploring 2:1 staffing supports with funder. **Health and Safety Committee Recommendations:** no additional recommendations.

South July 13, 2021 - Meeting Minutes:

May 27, 2021: Staff used a chair to hang a whiteboard up in her office when she lost balance and fell off her chair, twisting her ankle. Staff sought medical attention. **Follow-up:** WCB was contacted, and Modified Work Agreement completed. **Investigation Recommendations:** Review information in the H&S Manual regarding safe work practices and injury prevention; Review Policies 3.5.2, 3.5.4, 3.5.5, 3.5.9, 3.5.10 and 3.8.6; Reviewed HACD-Office; Recommend use of step ladder as opposed to chair and having a spotter present when climbing. **Health and Safety Committee Recommendations:** no additional recommendations.

Northwest July 8, 2021 - Meeting Minutes: No completed incident investigations to review.

B) Section 3.3 Completed Near Miss Incident Investigations

Calgary June 2, 2021 - Meeting Minutes: No completed Near Miss investigations to review.

South June 1, 2021 - Meeting Minutes: No completed Near Miss investigations to review.

Northwest June 10, 2021 - Meeting Minutes: No completed Near Miss investigations to review.

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

January 23, 2021: – Noxious Gas/CO (Carbon Monoxide) alarm sounded in program and staff could not smell gas and changed the battery, but the alarm was still beeping. ATCO gas was called and found an open gas valve. **Investigation Recommendations:** Review of CO Emergency Response resources. Review Policy 3.5.11 Emergency Procedures. Review Emergency Preparedness Plan during H&S Manual Review to include CO Emergencies. **Health and Safety Committee Recommendations:** No additional recommendations

February 20, 2021: Staff was hit on the arm by client with an open palm. **Investigation Recommendations:** Re-train employee on client Planned Procedure. Complete Refresher Training on client Risk Assessment. Complete Permanent Employee Orientation. **Health and Safety Committee Recommendations:** no additional recommendations.

February 23, 2021: Client refused to get in his walker to attend appointment. Client escalated and became physically aggressive. **Investigation Recommendations:** Re-train employee on clients Planned Procedure. Complete a Permanent Employee Orientation, FASD training. **Health and Safety Committee Recommendations:** no additional recommendations.

February 24, 2021: SHO was providing supports to client at the time of a behavior escalation resulting in the SHO being minorly injured and his glasses being broken. **Investigation Recommendations:** Personal Profile update to reflect client behaviors. Follow-up performed with family physician. Review

Policy 2.5.2 Unanticipated Situations of Behaviors with SHO. **Health and Safety Committee Recommendations:** no additional recommendations.

March 20, 2021: When taking client to appointment, SHO's vehicle was struck by another vehicle. This resulted in damage to the front right side of the SHO's vehicle. **Investigation Recommendations:** Employee to review Policy 2.7.3 Critical and General Incidents and Policy 2.4.5 Use of Staff Vehicles **Health and Safety Committee Recommendations:** no additional recommendations.

April 7, 2021: Staff advised manager that right shoulder was sore, and pain was starting to radiate down the arm instead of subsiding. **Investigation Recommendations:** Agency to provide training to employees working from home, including a Working from Home Risk Assessment. **Health and Safety Committee Recommendations:** no additional recommendations.

April 10, 2021: When staff was trying to educate staff on money management, client became agitated and hit staff. **Investigation Recommendations:** Staff to be retrained on client Risk Assessment and Positive Approaches. Staff to complete Orientation for Permanent Residential staff. **Health and Safety Committee Recommendations:** no additional recommendations.

April 12, 2021: Client became agitated and stripped off clothes and went to leave the apartment. Staff tried to intervene, and client became physically aggressive. **Investigation Recommendations:** Review of staffing. **Health and Safety Committee Recommendations:** no additional recommendations.

3.3 Evaluation of completed near miss investigations - N/A.

3.4 Health and Safety Committee Inspections:

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

B) Inspections completed (E.g., EQA, RI, Office Inspection): Dusi – monthly inspection w 1 participant; Hazel- Office Inspection w 2 participants

3.5 COR Audit Review: The COR Audit scheduled for the end of September 2021. HACD Document review is scheduled to go out to the programs this week with the deadline of September 30, 2021, for completion.

3.6 Hazard Assessment and Control document: General HACD Review pgs. 17 & 18 – Accessing the Community Health and Safety Committee Recommendations: no additional recommendations.

Calgary July 7, 2021 - Meeting Minutes: Non-residential HACD section pages 8

-10: Use of community Transit: Recommended to add hand sanitizer to the safe work practices. Recommended to add, "staff carry their cell phone," under engineering controls. Recommended to add 'chemical hazard for exhaust fumes or second-hand smoke'. **Community Access After Dark page 9:** Recommended to add, "staff to carry a cell phone," in the engineering controls. Remove CPI as required training under administrative controls and recommend the training instead. **Travel on Slippery surfaces pages 10:** Recommended to add Field Level Hazard Assessment under the administrative controls.

South July 13, 2021 - Meeting Minutes: reviewed pgs. 114&115: **Testing and/or Changing Batteries on Safety Equipment-** Add a chemical hazard component to the hazard section for this task for interactions with batteries, potential leaks, etc.; EF=2, PC=3, HP=1, Total=6, PR=2

Northwest July 8, 2021 – Meeting Minutes: Did not review HACD this month as a new template is coming soon.

3.7 Policy review: 2.3.7 Lifting & Transfers

3.8 COVID 19 Pandemic Response: COVID Disinfectant Cleaning Process remains the same and is crucial to the ongoing safety of staff and clients. Ensure all cleaning supplies are checked regularly for expiration dates. The Steri-wipes are due to expire in December, the programs are to use these first. H&S is looking for recommendations to improve the distribution of the cleaning products.

3.9 Outstanding Committee Member Training/ New Members: David O. requires additional H&S Training. Hazel to follow-up.

3.10 Emergency Response Plan Review: Committee reviewed "Security Risk-Loss of theft of private information"- **HSC Recommendations:** create flow charts for ease of viewing the plans **Membership:** please ask unit members if they are interested in joining. Field worker input is vital to improve the safety system. Needing non-res representation.

Next Meeting Date: September 15, 2021, at 1:30 p.m.



Health and Safety Committee Meeting Minutes
September 15, 2021
(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 August 4, 2021 Meeting Minutes:

June 16, 2021: The client woke up at 4:00 a.m. packed their clothing and stated that they were leaving. SHO suggested for the client to shower, get ready, make the bed, and have breakfast first. The client continued escalating verbally and physically (property damage). Redirection was attempted. Client eventually calmed several hours later.

Investigation Recommendations: Referral for behavioral supports/mental health complete. Doctor appointment to re-assess medications/bloodwork. RPAC consultation. Debrief and retrain SHO on positive approaches documented.

HSC Recommendations: No additional recommendations.

June 26, 2021: Staff and client were fishing at the lake. While eating lunch, the client dropped a fork on the ground. Staff quickly got up from their seat, bent down, stood back up and turned around all in one swift motion. This caused staff to lose balance and fall to the ground. The fork left red marks on the staff's arm upon impact. **Investigation Recommendations:** Staff to review the non-residential HACD, "Accessing Outdoor/Community Activities." Remind staff to complete a new Field Level Hazard Assessment for the lake location. Advise staff to pick items up slowly and properly from the floor to avoid the potential for dizziness/black-out or losing balance.

HSC Recommendations: No additional recommendations.

South August 3, 2021 - Meeting Minutes:

June 7, 2021: Client perceived that his roommate was speaking negatively about him to staff and approached them. Staff attempted to redirect client, but staff was subsequently punched in the face (mouth). **Investigation Recommendations:** Update complex needs designation training and additional informational training. Reviewed updated Risk Assessment and Positive Approaches protocol with all staff. Installed and reviewed Lifeline Communication Guidelines and safety prevention strategies with all staff. **HSC Recommendations:** No additional recommendations.

Northwest N/A – No meeting minutes to review.

B) Section 3.3 Completed Near Miss Incident Investigations

Calgary August 4, 2021 - Meeting Minutes: June 19, 2021 - Client and staff were in the living room when they heard a loud bang in the office area. The glass lamp shade had fallen and broke into pieces on the office table. Staff carefully collected the pieces and vacuumed the floor. **Investigation Recommendations:** The landlord was contacted/notified about the broken lamp shade. The lamp shade was replaced. Staff were also advised to notify the office and other staff if hazards are identified. **HSC Recommendations:** No additional recommendations.

South August 3, 2021 - Meeting Minutes: No completed Near Miss investigations to review.

Northwest N/A - Meeting Minutes: No completed Near Miss investigations to review.

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

May 28, 2021: Strain/ Sprain. Staff exited her car while visiting a program and when closing the door, pinched two fingers on her right hand. **Investigation Recommendations:** Staff to review policy 2.7.3 (Critical & General Incidents) & 3.5.5 (Employee Work related Injury, Illness and Near Miss". Staff to slow down and be aware of her surroundings. **HSC Recommendations:** No additional recommendations.

July 9, 2021: Sprain/ Strain. The employee indicated when she was working on shift performing cleaning duties, she aggravated an injury to her right arm. Staff had recently received the COVID-19 vaccination in the same arm causing soreness. **Investigation Recommendations:** Employee was enrolled in the Promoting Safety Training. **HSC Recommendations:** No additional recommendations.

July 28, 2021: Client Violence. Staff went to answer the door and when staff closed the door and turned around client was standing right behind the staff. Client scratched staff on the right hand. **Investigation Recommendations:** Manager reviewed with staff the client's Positive Approaches and Risk Assessment. **HSC Recommendations:** No additional recommendations.

3.3 Evaluation of completed near miss investigations –

August 11, 2021: Near Miss. Front reception area became smokey/dusty with debris from construction in a neighboring business. **Investigation Recommendations:** Provide office orientation to receptionist including emergency evacuation procedures. Buy fans to clear the air incase of bad air quality. **HSC Recommendations:** No additional recommendations.

3.4 Health and Safety Committee Inspections:

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

B) Inspections completed (E.g., EQA, RI, Office Inspection): N/A

3.5 COR Audit Review: The COR Audit is scheduled to start September 15, 2021. HACD Document deadline has been extended from September 15 to October 15, 2021. TC/TL's can hand write this document in order to meet the deadline, but a typed copy must still be completed.

3.6 Hazard Assessment and Control document: General HACD Review pgs. 19 & 20 – Elevator Use. **HSC Recommendations:** No additional recommendations.

Calgary August 4, 2021 - Meeting Minutes: Non-residential HACD section page 11: "Use of Phones (cell, community, landlines). **HSC Recommendations:** No additional recommendations.

South August 3, 2021 - Meeting Minutes: ICE South has completed assigned reviews of the General Section (Pages 77-115) for the 2020-2021 meetings. **HSC Recommendations:** No additional recommendations.

Northwest N/A – Meeting Minutes: Did not review HACD this month.

3.7 Policy review: 2.3.8– Medical Conditions and Procedures (Community Rehabilitation)

3.8 COVID 19 Pandemic Response: COVID Disinfectant Cleaning Process remains the same and is crucial to the ongoing safety of staff and clients. Ensure all cleaning supplies are checked regularly for expiration dates. The Steri-wipes are due to expire in December, the programs are to use these first. H&S is looking for recommendations to improve the distribution of the cleaning products. September 3, 2021, Edmonton City Council reinstated the indoor masking bylaw. The Alberta Government made it mandatory province wide on September 4, 2021. Memo sent out regarding COVID-19 about testing and symptoms. Please be mindful of social distancing when in the office and in the community. Please continue to be diligent washing your hands and using hand sanitizer. It's important that we all do our part in keeping others and ourselves safe.

3.9 Outstanding Committee Member Training/ New Members: David O completed Promoting Safety on September 13, 2021. Kristina C is scheduled for Co-chair training on September 22, 2021

3.10 Emergency Response Plan Review: (Regional committees to review the ERP drills and identify recommendations for improvement)- Committee will review "Utilities Disruption (Power, Water, Heat)". **HSC Recommendations:** Another region did previously mention that the emergency procedure for leak/gas leak is not in the health & safety binder. This will need to be added.

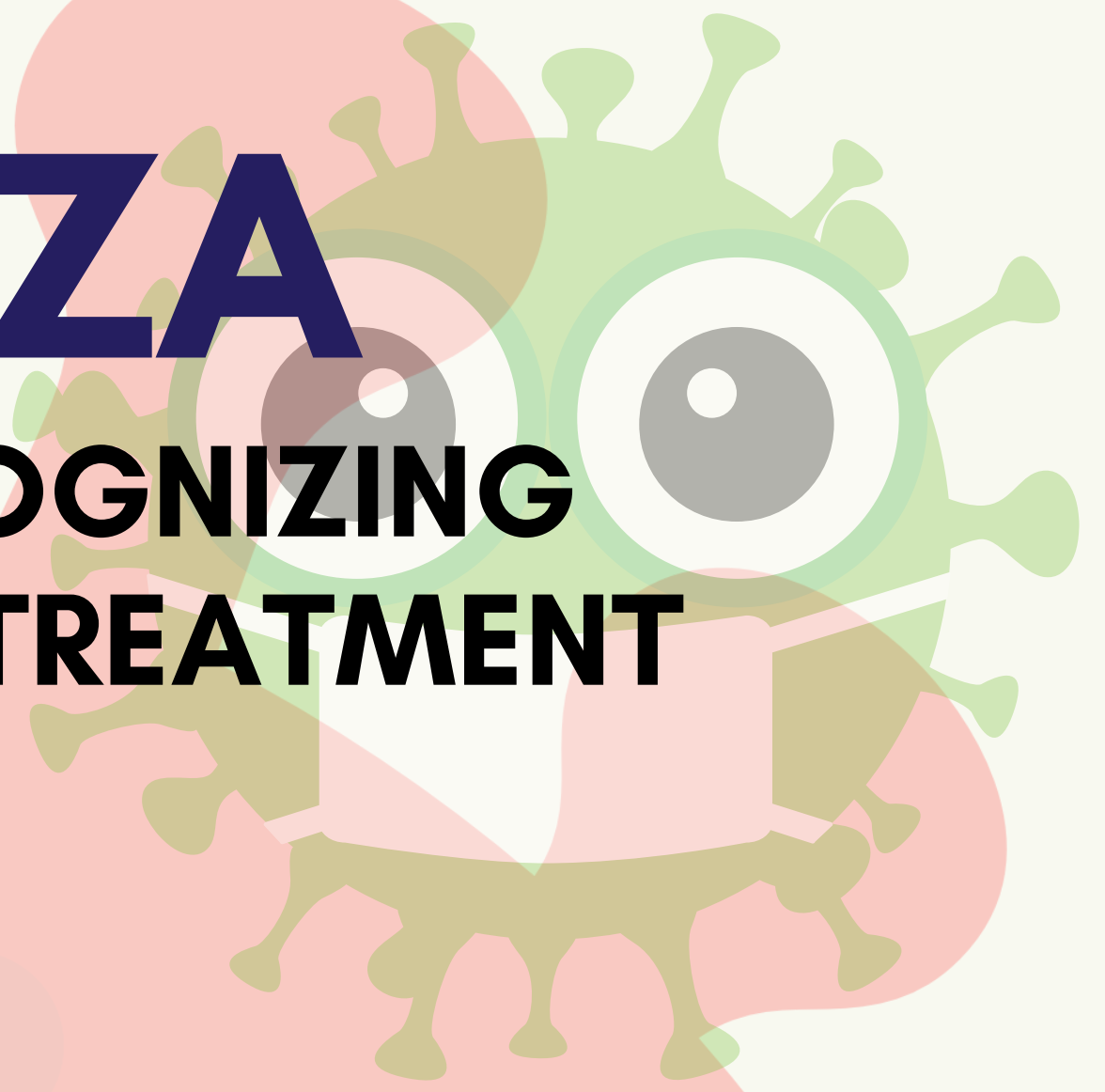
Next Meeting Date: October 13, 2021, at 1:30 p.m.





INFLUENZA

PREVENTION, RECOGNIZING SYMPTOMS AND TREATMENT



General Information about Influenza:

- Influenza is an infection of the nose, throat, and lungs (respiratory tract) that is caused by a virus. Influenza can happen at any time during the year, but most cases happen in the winter months.
- You may also hear influenza called flu, bird flu, or H1N1. All of these mean the same thing as influenza and the information below applies to all of them.
- Influenza is spread through the air. The virus gets in the air when someone with the disease coughs, sneezes, or even talks. People who breathe in the virus can get sick. It can also be spread by touching objects that have been coughed or sneezed on by someone with the virus.
- Most people who get sick with influenza get better. However, influenza causes about 12,200 people to be admitted to the hospital and about 3,500 deaths in Canada each year. There is a higher risk of getting complications from influenza for children less than 5 years of age, pregnant women, people 65 years or older, people with chronic health problems, people living in long-term care facilities, and indigenous persons. Complications of influenza can include pneumonia, ear and sinus infections, and dehydration. Influenza can also make chronic medical problems (e.g., congestive heart failure, asthma, diabetes) worse.

Symptoms:

- The symptoms of influenza are fever of 38.5°C (101.3°F) or higher that starts suddenly, sore throat, runny nose, cough, headache, muscle aches, loss of appetite, and feeling tired.
- People can spread (are contagious) influenza the day before they have symptoms and for 5 days after symptoms start.

How to be an Influenza Champion:

- Get the influenza vaccine. The influenza vaccine is a very effective way of protecting people from getting sick with influenza. You need to get immunized every year because the influenza viruses change. A new vaccine is made each year to protect against the viruses most likely to cause illness in that year. The best time to get immunized is October or November. You can get immunized any time during the influenza season.
- Wash your hands with soap and water or clean your hands with a hand sanitizer that has alcohol in it.
- Cover your mouth and nose with your arm or a tissue when you cough or sneeze.
- Stay home and rest when you are sick.

For information on clinics nearby and times they are open, go to
<https://www.albertahealthservices.ca/influenza/influenza.aspx>





Covid-19 Reminders

Alberta has declared a state of public emergency. COVID-19 cases and hospitalizations continue to rise in unvaccinated Albertans. New measures to protect the health care system, stop the spread and increase vaccination rates come into effect.

EFFECTIVE IMMEDIATELY

INDOOR SOCIAL GATHERINGS:

- **Vaccinated:** Indoor private social gatherings are limited to a single household plus one other household to a maximum of 10 vaccinated people.
- **Unvaccinated:** Indoor social gatherings are not permitted.

OUTDOOR SOCIAL GATHERINGS:

- Outdoor private social gatherings are limited to a maximum of 200 people, with a 2-meter physical distance.

MASKING AND DISTANCING

- Masking and physical distancing are mandatory in all indoor public spaces and workplaces.
- Employees must mask in all indoor work settings.

PROOF OF VACCINATION AND TESTING

Proof of vaccination will be required to enter most businesses and events:

- Proof of at least one dose of approved vaccine to enter as of September 20, 2021.
- Proof of full vaccination (two doses) is required to enter as of October 25, 2021.
- Or, proof of negative COVID-19 test within the 72-hour mark of receiving negative results.
- Or, documentation of medical exemption.

GET VACCINATED

Quick tips

The best thing you can do to support your health and reduce the risk to the broader community is to get vaccinated. Vaccines are our best protection against COVID-19 and the safest and most effective way to protect against infection and severe illness.

- Practice good hand and respiratory hygiene.
- Stay home when you are sick.
- Avoid or limit time spent in crowded indoor places.
- Minimize close contact with anyone showing cold-like symptoms.
- Continuing to use a face mask.

WE CAN ALL HELP.

MAKE MEMORIES TOGETHER AGAIN.

Get Vaccinated.

