

ICE PAGE

Making it Happen! - Support Social Inclusion

ECAT

Employee & Client
Assistance Team
403-819-0583

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

What's inside this issue:

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Time Sheet Hand-In

JANUARY 15TH 2024-
FOR ALL SHIFTS
WORKED BETWEEN
JANUARY 1ST AND
JANUARY 15TH.

JANUARY 31ST 2024-
FOR ALL SHIFTS
WORKED BETWEEN
JANUARY 16TH AND
JANUARY 31ST.

UPCOMING

HEALTH AND
SAFETY MEETING
January 4th, 2024
at 9:30 AM.

RPAC MEETING
January 11th, 2024
at 10:30 AM.

PRESIDENT'S MESSAGE

On behalf of ICE, I congratulate all of the 2023 award recipients.
You were all chosen as a result of your work performance in 2023 and
your ability to provide quality service to the people ICE is committed to
support.

Additionally, I extend appreciation to the employees who are receiving
long service recognition.

Your years of service provide stability and experience in our continuous
goal to serve the community.

Sincerely,

Brandy Thompson
PRESIDENT

2023

T4

Distribution

Employees, your 2023 T4 will be available ONLINE by the end of
January. You can view, save as a PDF, or print your T4 by logging into
Dayforce. Paper T4s will not be provided for current employees, so go
online to access this important document!

If you experience difficulties and require assistance logging into
Dayforce please:

Contact: drapati@icenterprises.com

Add "T4" in the subject line and include your name and employee number in the body
of the message.

A Payroll Assistant will be assigned to respond to your
request.

HEALTH AND SAFETY ANNUAL AWARD WINNER

PROVINCIAL THANK YOU CARD WINNER– Across four regions of Alberta, ICE employees provide excellent service. Supervisors, co-workers and clients are encouraged to formally recognize ICE employees who go “above and beyond” in their Health & Safety duties by filling out a special “Thank You” card available from any ICE office. The completed cards are entered in a draw box in each region’s main office and cards are drawn each month for great prizes. Each year, ICE employees who have received a minimum of three Health & Safety related Thank you Cards (from different sources) have their names entered into a special province wide draw for a special prize.



Regional Manager Jodie (left) Irene (right)

Irene M (Grande Prairie)– Irene has been with ICE since 2020 and has worked in a variety of programs though community access is where she excels. She has assisted her client to navigate both personal and professional struggles with dignity. Irene has expanded her client’s world and helped her achieve many goals. Irene is a tremendous asset to the agency picking up last minute shifts and communicating with her supervisor anytime there is a concern. Irene could not have worked harder and we are incredibly proud to recognize her efforts.

Congratulations Irene !

THANK YOU CARD PRIZE WINNERS



Jacques B received a thank you card for reporting a health and safety hazard and promptly controlling the hazard.



Cynthia A received a thank you card for extending a shift to support a last minute staffing concern.

Cindy M received a Thank You Card for supporting a new staff in learning their role.

Brigitte L received a Thank You Card for attending a Promoting Safety Workshop.

Anu T received a Thank You Card for recognizing additional client needs and supporting the client in becoming more comfortable with new staff.

Genesis N received a Thank You Card for taking additional shifts to cover for staff absences.

Randy D received a Thank You Card for thoroughly checking medication deliveries and noticing a packaging error.

Andrew I received a Thank You Card for accepting a last minute shift to support clients.

Bev J received a Thank You Card for attending a Promoting Safety Workshop.

Caroline G received a Thank You Card for attending the Hazard Assessment and Control Documentation training.

Tsegay G received a Thank You Card for accepting an urgent shift to support client needs.

Frehiwot B received a Thank You Card for accepting an urgent shift to support client needs.

ICE Calgary Congratulates Long Term Employees!!!

Name	Years	Date
David A	18	Jan 19
Eugenia K	8	Jan 04
Comfort N	2	Jan 06
Beatrice A	1	Jan 06
Bukky O	1	Jan 09

ICE Referral Incentive Winners



Anoop Madhavan



Health & Safety Award

Lucille W was the 2023 recipient for the Health and Safety Award. Lucille participated in Health and Safety trainings over the past year while also being interviewed by CET and COR auditors. She has an astounding knowledge of ICE policies, procedures, and general precautions to keep herself, her coworkers, and her client safe. Lucille exemplifies ICE's Health and Safety commitment through her eagerness for learning and a philosophy of continuous improvement. We are very grateful to have you on our team, Lucille!



LUCILLE W

Community Connector Award

Hawa N was presented with the Community Connector Award for 2023. Hawa worked relief in several different residential homes in Calgary over 2023 before settling into more regular roles. She has eagerly supported her clients in getting out into the community, learning new skills, and trying new activities. Hawa encourages social inclusion and personal growth within everything she does. Hawa, we appreciate the care and encouragement you bring into all of the work you do!



HAWA N

Award of Excellence

(Professionalism & Commitment)

Justin S has been an employee with ICE since 2016. Justin has shown his commitment and professionalism with his client and his co-workers daily. Justin has been known to go above and beyond to ensure the staff are well trained in the home and that all documentation is completed and handed in on time. Justin has stepped up to leadership roles to fill both temporary and permanent needs. We are fortunate to have an employee that brings such energy and positivity to the home each day. Thank you for your dedication, Justin!



JUSTIN S

Residential Staff of the year

Mona Liza C has been with ICE since 2019. Mona is an exceptional residential staff and is dedicated to her clients and co-workers. Mona gives exceptional client care and this shines through when you see her interact with the clients. Mona is always willing to stay late, go in earlier, and pick up extra shifts when needed. Mona truly does go above and beyond. Mona makes sure that all holidays are special for the clients by decorating the home and preparing special meals. She turns a residence into a home for her clients. Thank you for all that you do, Mona!



MONA LIZA C

ICE ANNUAL AWARDS 2023

Non-Residential Staff of the year

Kelly G was awarded the prestigious title of “Non-Residential Staff of the Year” for her role in enhancing the quality of life for several clients in Strathmore, Alberta. Within her role as a Community Support Worker, she brings abundant energy and the zeal to excel. This is coupled with her compassionate nature and astounding ability to empathize with her clients’ situations. Kelly’s documentation is always on time and she conducts herself professionally with peers and colleagues. This award shines light on the positive care Kelly provides to her clients and it is well deserved. Thank you for your hard work and empathetic approach, Kelly!



KELLY G

Award of Excellence (Creativity & Diversification)

Wegdan (Juju) M started with ICE in 2021. Juju is always looking for creative ways to support, educate, and engage her client. Juju is a positive and caring individual, and it shows in her daily interactions with both clients and co-workers. On those difficult days, she shows patience and grace, while continuing to offer positive and creative solutions. We admire her perseverance and her willingness to show up each day with a smile, even when moments are challenging. Juju, thank you for all that you do and for the creative ways you support your client!



WEGDAN M

ICE DOOR PRIZE WINNERS



RONA L



SIMI M



TEMI A



JACQUES B



IJEOMA A



RACHEL N

ICE ANNUAL AWARDS 2023

LONG TERM SERVICE AWARDS



DON B- 25 YEARS



DIANE S- 20 YEARS



RACHEL N- 15 YEARS



MELANIE S- 15 YEARS



EDWIN J- 10 YEARS

January Training

Pre-Employment Training

January 3,4,9,10,16,17,23,24,30,31 2024

ADHD Training

January 3, 2024 (10 AM-12 PM)

Communication Training: Conflict Resolution

January 4, 2024 (1 PM- 4 PM)

Autism/Pervasive Developmental Disorder- Non-Specific Training

January 8, 2024 (1:30 PM- 3 PM)

OCD Training

January 8, 2024 (1:30 PM- 3 PM)

Abuse Prevention Training

January 11, 2024 (1:30 PM- 3:30 PM)

PBI Training

January 12, 2024 (10 AM- 1 PM)

Workplace Violence, Bullying and Harassment for Supervisors Training

January 12, 2024 (1:30 PM- 3:30 PM)

Diabetes Training

January 12, 2024 (3 PM- 4 PM)

Sleep Apnea Training

January 12, 2024 (4 PM- 4:30 PM)

Northern Report Writing Training

January 16, 2024 (10 AM- 12 PM)

Clients Lifts and Transfers Training

January 16, 2024 (1 PM- 4 PM)

Communication and Teamwork Training

January 17, 2024 (9:30 AM- 1 PM)

Epic Training

January 17, 2024 (10- 11 AM, 2 PM- 3 PM)

Rights Training for Clients

January 17, 2024 (2:30 PM- 4:30 PM)

Cultural Appreciation- Indigenous of NWT/NU Training

January 18, 2024 (9:30 AM- 12:30 PM)

PTSD Training

January 19, 2024 (9:30 AM- 11:30 AM)

Diversity and Inclusion in the Workplace Training

January 19, 2024(1:30 PM- 3:30 PM)

LGBTQIA 2 Training

January 22, 2024 (9:30 AM- 12:30 PM)

Burn Out/Compassion Fatigue Training

January 22, 2024 (1:30 PM- 3:30 PM)

Healthy Eating/Food Safety for Clients Training

January 22, 2024 (1 PM- 3:30 PM)

Conduct Disorder Training

January 23, 2024 (10 AM- 12 PM)

Abuse Prevention for Clients Training

January 23, 2024 (2:30 PM- 4:30 PM)

HACD Training

January 24, 2024 (1 PM- 4 PM)

Workplace Inspections Training

January 26, 2024 (9:30 AM- 4 PM)

Due Diligence for Supervisors and Managers Training

October 27, 2023 (9:30 AM- 1:30 PM)

Diabetes Training

January 26, 2024 (9:30 AM- 11 AM)

Musculoskeletal Injury Prevention- Manual Materials Materials Handling Training

January 26, 2024 (9:30 AM- 12:30 PM)

Promoting Safety Training

January 26, 2024 (1:30 PM- 4 PM)

Transgender Identity Awareness Training

January 29, 2024 (1:30 PM-3:30 PM)

Abuse Prevention and Healthy Relationships for Clients Training

January 30, 2024 (1:30 PM- 2:30 PM)

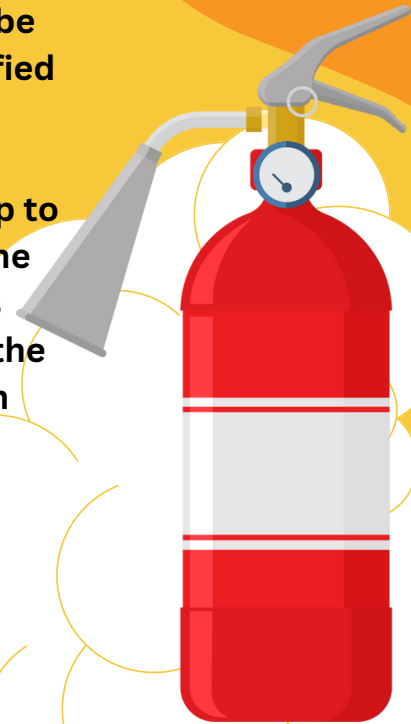


Fire Extinguisher Servicing Policy 3.5.12 -Fire Safety

As per ICE policy, all fire extinguishers must be serviced in the last twelve months by a certified fire extinguisher inspector.

Please ensure that the monthly checks are up to date. This includes ensuring the gauge is in the “green zone” and that the fire extinguisher is appropriately mounted and in the holder. If the extinguisher does no longer read in the green zone, please contact your manager for a replacement extinguisher.

For more information please contact your Regional Manager.



A friendly reminder that fire drill rotations for the upcoming year have been sent out. Please see below and follow up with your supervisor with any questions about completion.

Residential Shift Rotation for Monthly Fire Drills

Month of the Year and Shift Responsible for Completing Drill (To be handed in with monthly package)

- | | |
|---|--|
| • January - Mornings (Monday to Friday) | • July - Mornings (Monday to Friday) |
| • February - Weekend Overnight | • August - Weekend Overnight |
| • March - Evenings (Monday to Friday) | • September -Evenings (Monday to Friday) |
| • April - Weekend Evenings | • October - Weekend Evenings |
| • May - Nights (Sunday to Thursday) | • November -Nights (Sunday to Thursday) |
| • June - Weekend Mornings | • December - Weekend Mornings |

What is the **HEALTH & SAFETY COMMITTEE** And what is its purpose?

Health and Safety Committees (HSC) and representatives bring employers and workers together to discuss and address health and safety related concerns in the workplace. ICE has Health & Safety Committees in each region that meet on a regular basis to monitor and maintain health and safety in the workplace.

DUTIES INCLUDE:

- Deal with health & safety concerns and complaints of all ICE workers.
- Complete health & Safety training.
- Participate in agency hazard identification, assessment and review.
- Conduct and review ICE inspections, including investigations of serious injuries, illnesses, incidents and near misses.
- To develop and assist in health & safety programs and measures and provide feedback.
- Participate in policy review.
- Make health & safety recommendations.
- Record meetings and activities.
- Cooperate with Occupational Health & Safety if needed.

MEMBERSHIP:

- The committee will consist of at least 4 people to a maximum of 12.
- Each committee has two co-chairs- an employer co-chair and a worker co-chair.
- Co-chairs receive special training on their roles and responsibilities.
- The employer appoints the employer co-chair and the workers are selected through a process.
- Membership is not less than one year.
- Members will be compensated for their time spent at meeting and training.

WHAT IF WE DISAGREE?

If a recommendation cannot be agreed upon the committee:

- Recommendations will be accepted by the group with the higher number of votes.
- If it is a tie, then, the tie will be broken in favor of the side with the higher number of worker votes.












MEETINGS:

- Committees generally meet once per month or at least every quarter.
- Special meeting may occur if requested by an Occupational Health & Safety Officer.
- Minutes are posted in each office and are published in the ICE Page.
- All employees are welcome to attend!

GET INVOLVED!

To apply to become a Health & Safety Committee member, or for more information, reach out to the co chairs in your region. You can find their contact information on the Health & Safety Poster in each office and residential home.

Comparison of COVID-19, influenza, common cold, and gastrointestinal (GI) illness

		COVID-19	Influenza (Flu)	Cold	GI Illness (Stomach “Flu”)
Caused by		SARS-CoV-2 virus	Influenza A or Influenza B viruses	Many different kinds of viruses such as rhinovirus or adenovirus	Norovirus (or Norwalk-like viruses) is the most common, but there are many causes of stomach upset
Symptoms appear quickly		Sometimes	Yes	No. Symptoms appear gradually	Yes
Prevention		Getting the COVID-19 vaccine provides protection from the SARS-CoV-2 virus (also known as COVID-19)	Getting the influenza vaccine every year protects against the strains of the virus going around that season	Cannot be prevented by immunization	Cannot be prevented by immunization
Symptoms					
	Fever	Common	Common	Rare	Sometimes
	Fatigue	Common	Common	Sometimes	Sometimes
	Cough	Common	Common	Common	No
	Sneezing	Rare	Sometimes	Common	No
	Aches and pains	Common	Common	Sometimes	Common
	Runny or stuffy nose	Rare	Common	Common	No
	Sore throat	Sometimes	Common	Common	No
	Diarrhea	Common	Sometimes (especially for children)	Rare	Common
	Headaches	Common	Common	Rare	Sometimes
	Shortness of breath	Sometimes	Sometimes	No	No
	Loss of smell or taste	Sometimes	No	No	No

Sources: Health Canada, Centers for Disease Control and Prevention