

ICE PAGE

Making it Happen!- Supporting Social Inclusion

SOUTH

ECAT

Employee & Client Assistance Team
403-634-8805

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

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TIME SHEET HAND-IN

OCTOBER 15th 2021

For all shifts worked between OCTOBER 1st and OCTOBER 15th.

OCTOBER 30th 2021

For all shifts worked between OCTOBER 16th and OCTOBER 30th.

UPCOMING

- Health and Safety Meeting** – OCTOBER 5/ NOVEMBER 2, 2021 @9:00AM
- RPAC MEETING**– OCTOBER 6/ NOVEMBER 3, 2021 @ 1:30PM
- UNIT Meeting**— OCTOBER 20/ NOVEMBER 17, 2021 @3:00pm /2:00pm (teleconference only)

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. 403-634-8805



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 employees/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/>.

Referral Incentive Program

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

REFERRAL PROGRAM 

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.



ICE THANK YOU CARD INCENTIVE WINNERS

Ella Amokewandoh received a thank you card from her supervisor for supporting a residential program requiring additional staffing due to client medical needs.

Congratulations!



Hilary Songok received a thank you card from his supervisor for taking on additional relief shifts in the program while the client had increased behavioral and medical needs.

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>

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/ohs-publications.html#laws>

<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.

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 3, 2021 (Minutes edited for publication)

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

Edmonton – July 14, 2021- Meeting Minutes:
January 23, 2021

Staff refused to provide client with a knife to cut lasagna and client became agitated and kicked staff in the waist. **Incident Investigation Recommendations:** Evaluation of staffing and training. **Health and Safety Committee Recommendations:** N/A – no additional recommendations.

February 5, 2021

Staff was walking up the front steps and slipped on a section of ice. She fell and landed on her hands, twisting her right wrist. The front step was cleaned inappropriately by hot water and mop the night before and Ice Melter was not applied. **Incident Investigation Recommendations:** Review policy 3.5.9 with employees; review HACD with the employees. **Health and Safety Committee Recommendations:** N/A – no additional recommendations.

May 2, 2021

Staff called in sick with a headache and was directed for testing. (3 WCB claims). **Incident Investigation Recommendations:** Team retraining in PET COVID-19; Team retraining in Eye Protection Protocol and May 7 face shield memo, COVID-19 VOC Protocol & Prevention Protocol. **Health and Safety Committee Recommendations:** N/A – no additional recommendations.

May 4, 2021

Staff called in sick with a headache and was directed for testing. (4 WCB claims). **Incident Investigation Recommendations:** Face shields to be immediately utilized at all times within the home when the program is not on RMP; Management to review wording in the Eye Protection Protocol and revise if necessary. **Health and Safety Committee Recommendations:** N/A – no additional recommendations.

May 9, 2021

Client became agitated and started hitting the walls, then entered the office forcefully and shut of the light after being directed to leave another client's personal space. Staff tried to leave the office and client pushed staff in the stomach and grabbed the office keys. Staff tried to call ECAT, but client unplugged the phone and pushed staff outside from the front door, then threw the office keys onto the roof. Police were then called to assist and speak with the client. **Incident Investigation Recommendations:** Staff to review PRP and risk assessment. **Health and Safety Committee Recommendations:** N/A – no additional recommendations.

Calgary – July 7, 2021- Meeting Minutes:
January 28, 2021

Client and staff were waiting for the LRT train when a man began to talk with the client. The man stated that the client's medications were not good for them. Staff stated the statements were untrue. The man got up, used profane language toward the staff and spat on staff. Staff and client stepped back from the man and called the transit police. Follow-up: Staff and client will be exploring another area of the city for the meantime. Staff to continue to utilize PBI techniques to avoid potential abuse earlier; before the incident escalates. Staff to refrain from exchanging communication with a potential abuser in such situations.

Incident Investigation Recommendations: Staff was reminded to use PBI training. Staff reminded of the non-residential HACD, "working alone," and meeting with people in the community. An alternative location was chosen for day program for the meantime.
Health and Safety Committee Recommendations: N/A – no additional recommendations.

May 21, 2021

Staff received a call from office staff stating that they would be coming to drop off PPE in the late afternoon. The client stated that they would wait for the office staff. Staff reminded client that it would be several hours. The client became verbally aggressive and slapped staff on the arm. Staff tried pressing the lifeline button; however, the lifeline was not in range. Staff was able to redirect the client back to their apartment. Once they arrived to the apartment door, the client stated that staff wasn't allowed inside and punched the staff in the chest. Staff pressed lifeline and the police arrived to scene. Staff gave space until the police arrived. Follow-up: Office staff will text staff in the future to see if they can come and drop PPE off right before they leave the office (to avoid client loitering in the lobby). Staff were reminded of the client's Planned Procedure and to take the stairs on the side of the building to avoid the main lobby area.

Incident Investigation Recommendations: Explore lifeline base that has greater range. PBI (L-stance) reviewed with staff. Review of staffing. **Health and Safety Committee Recommendations:** N/A – no additional recommendations.

Northwest – July 8, 2021- Meeting Minutes: No completed incidents investigations to review (no incident investigations occurred as there were no incidents during this time frame).

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

Edmonton – July 14, 2021- Meeting Minutes:

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

Calgary – July 7, 2021- Meeting Minutes:

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

Northwest – July 8, 2021- Meeting Minutes:

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

3.2 Evaluation of Completed Internal Incident Investigations
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).

Incident Investigation Recommendations: Update complex needs designation training and additional informational training. Reviewed Risk Assessment and Positive Approaches protocol. Installed and reviewed Lifeline Communication Guidelines and safety prevention strategies. **Health and Safety Committee Recommendations:** N/A – no additional recommendations.

3.3 Evaluation of Completed Near Miss Investigations

No Completed Near Miss Investigations to Review (no near miss investigations occurred as there were no miss incidents during this time frame).

3.4 Health and Safety Committee Inspections

3.4 A) Inspections held as a result of health and safety concerns: No inspections held in July as a result of concerns brought forward.

3.4 B) Inspections completed:

July 2021:

Monthly Safety Inspection Checklists Completed: 7

Random Inspections Completed: 1- Meadow Lane Residence

EQA's Completed: 4- Meadow Lane, Grimmauld Place and Majestic Place Residences and JT Support Home

3.5 COR Audit Review- Reviewed Element 5 (5.02) and (5.09) from 2020-2021 Report Recommendations presented at SWOT.

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

Review section (and provide recommendation(s) for changes if needed)

South Committee Reviewed: ICE South has completed assigned reviews of the General Section (Pages 77-115) for the 2020-2021 meetings. New HACD template will be distributed to include required updates and a new section assigned for review over the upcoming 2021-2022 meetings.

Policy review

2.7.6- Manuals

Covid-19 Pandemic Response

Continuous masking in all ICE programs is still in effect. Please ensure you are following the most updated COVID-19 Protocols. We have received updated Prevention Protocols and Cleaning Checklists. It is important to remember and to continue to practice all guidelines set out by AHS. Please visit <https://www.alberta.ca> for the most updated information in your area.

4.0 Other Business

4.1 Health and Safety Committee Training Updates: Irine C. completed Promoting Safety on July 30, 2021.

Emergency Drill assigned for July/August 2021 is #7 Security Risk- Fraud, Theft and Vandalism to be reviewed on Team Meeting Minutes.

H&S Manual (Part 2) has completed the review process and is now in progress of being updated and then distributed to each region.

ICE newsletters will now be distributed bi-monthly instead of monthly with the next one being issued in October 2021.

NEXT MEETING DATE: September 7, 2021 at 9am

Health and Safety Committee Meeting Minutes

September 7, 2021

(Minutes edited for publication)

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

Edmonton – August 11, 2021- Meeting Minutes:
January 23, 2021

Carbon monoxide alarm sounded in the program and staff indicated they could not smell gas. Staff changed the battery, but it was still beeping. ATCO gas was called and found an open gas valve. Incident Investigation Recommendations: Review of Carbon Monoxide Emergency Response resources. Review Policy 3.5.11 Emergency Procedures. Review Emergency Preparedness Plan during H&S Manual Review to include Carbon Monoxide Emergencies.

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

February 20, 2021

Staff was hit on the arm by client with an open palm. Incident Investigation Recommendations: Re-train employee on client Planned Procedure. Complete Refresher Training on client Risk Assessment. Complete Hypertension Training and complete a Permanent Employee Orientation.

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

February 23, 2021

Client refused to get in his walker to attend an appointment. Client escalated and hit staff, grabbed staff's hand, and twisted staff's wrist. Client then pushed the walker and shouted he did not want to use it. Incident Investigation Recommendations: Re-train employee on clients Planned Procedure. Complete a Permanent Employee Orientation. Complete FASD training.

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

February 24, 2021

SHO was providing supports to client at the time of a behavior escalation resulting in the SHO being scratched on the forehead areas of the face and left arm, resulting in bleeding and his glasses being broken. Incident 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: N/A – no additional recommendations.

March 20, 2021

When taking client to an appointment, SHO's vehicle was struck by another vehicle that was moving into the left lane. This resulted in damage to the front right side of the SHOs vehicle. Incident 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: N/A – no additional recommendations.

April 7, 2021

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

April 10, 2021

When staff was trying to educate staff on money management, client became agitated and hit staff over the head with an iPad, scratched their left thumb and pressed their earlobes/ head by the ears. Incident Investigation Recommendations: Staff to be retrained on client Risk Assessment, Positive Approaches, and Seizure Protocol. Staff to complete Orientation for Permanent Residential staff. Health and Safety Committee Recommendations: N/A – no additional recommendations.

April 12, 2021

Client became agitated after speaking with his father, stripped and went to leave the apartment naked. Staff tried to intervene, when client grabbed their left arm above the wrist and flung it backwards with force. Incident Investigation Recommendations: Staff re-assigned to a different program as staff struggled with reacting to clients out of character behaviors.

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

Calgary – August 4, 2021- Meeting Minutes:

June 16, 2021

The client woke up at 4:00 a.m. And tried to leave. SHO suggested for the client to shower, get ready, make the bed and have breakfast first. The client stated that they were mad with their staff and hit the wall which left a very large hole. The client left the house toward the garage where they began kicking and hitting the garage door to show their anger and frustration. Client eventually calmed. **Incident Investigation Recommendations:** Referral for behavioral supports/mental health complete. Doctor appointment to re-assess medications/bloodwork. RPAC consultation. **Health and Safety Recommendations:** N/A – 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.

Incident Investigation Recommendations: Staff to review the non-residential HACD. Remind staff to be intentional with every task they complete. Advise staff to slowly and properly pick items up from the floor to avoid the potential for dizziness or losing balance. **Health and Safety Recommendations:** N/A – no additional recommendations.

Northwest – August 2021- Meeting Minutes: No completed incidents investigations to review (no incident investigations occurred as there were no incidents during this time frame).

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

Edmonton – August 11, 2021- Meeting Minutes:

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

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 down and broke into pieces on the office table. Staff carefully collected the pieces and vacuumed the floor. Incident 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.

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

Northwest – August 2021- Meeting Minutes:

No completed near miss investigations for review (no near miss investigations occurred as there were no near miss incidents during this timeframe).

3.2 Evaluation of Completed Internal Incident Investigations

No completed incidents investigations to review (no incident investigations occurred as there were no incidents during this time frame).

3.3 Evaluation of Completed Near Miss Investigations

No Completed Near Miss Investigations to Review (no near miss investigations occurred as there were no miss incidents during this time frame).

3.4 Health and Safety Committee Inspections

3.4 A) Inspections held as a result of health and safety concerns: No inspections held in August as a result of concerns brought forward.

3.4 B) Inspections completed:

August 2021:

Monthly Safety Inspection Checklists Completed: 7

Random Inspections Completed: 1- Grimmauld Place Residence

3.5 COR Audit Review- COR audit begins on September 15, 2021.

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

South Committee Reviewed: ICE South has completed assigned reviews of the General Section (Pages 77-115) for the 2020-2021 meetings. New HACD template has been distributed to include required updates and the deadline to complete has been extended to October 15, 2021. A new section will be assigned to each region for review over the upcoming 2021-2022 meetings.

Policy review

Updated policies 3.5.8- Visitor/Contractors, 3.5.11- Emergency Procedures and new Policy 4.4.4- Preventative Maintenance

Covid-19 Pandemic Response

Continuous masking in all ICE programs is still in effect. Please ensure you are following the most updated COVID-19 Protocols. It is important to remember and to continue to practice all guidelines set out by AHS. Please visit <https://www.alberta.ca> for the most updated information in your area.

Effective September 4, 2021 at 8am, Alberta reintroduced mandatory masking in all indoor spaces throughout Alberta as cases continue to increase. Additionally, liquor sales are required to end at 10pm and unvaccinated persons should only gather with 2 cohorts with a maximum of 10 people. It is also strongly recommended that if you are able to work from home you should do so.

4.0 Other Business

4.1 Health and Safety Committee Training Updates: Carissa T. has completed TTT- Workplace Inspections on August 10/11 and trained the first workshop on August 20, 2021. Kellie and Leslie completed Promoting Safety refreshers on August 27/21.

Emergency Drill assigned for September/October 2021 is #20-Operational Disruptions to be reviewed on an R15 Emergency Drill form.

Departmental updates: Kristina Covlin is the new ICE H&S Specialist, welcome! South region CSC's Katlyn and Kim's last day in the office was August 27, 2021. Please welcome new CSC's Johnny and Erin to their new roles.

Flu season is arriving and we are expecting that the AHS immunization clinics will begin to roll out in October which means we will need to ensure we have consents signed and ready to go for any of our individuals who are interested in receiving the vaccine.

WCB now had updated (June 2021) worker handbooks. Carissa will put in an order for South region to updated all of the "Hurt at Work" packages.

Reminder to ensure we are checking smoke/CO2 detectors closely during EQA's for upcoming expiry dates to ensure we have the orders placed to receive new devices and install prior to any of the devices' expiration. Another reminder that October is approaching and we will be required to change the batteries in all smoke/CO2 detectors. Don't forget to note which day that was completed to record on your Monthly Safety Inspection Checklists!

ICE newsletters will now be distributed bi-monthly instead of monthly with the next one being issued in October 2021.

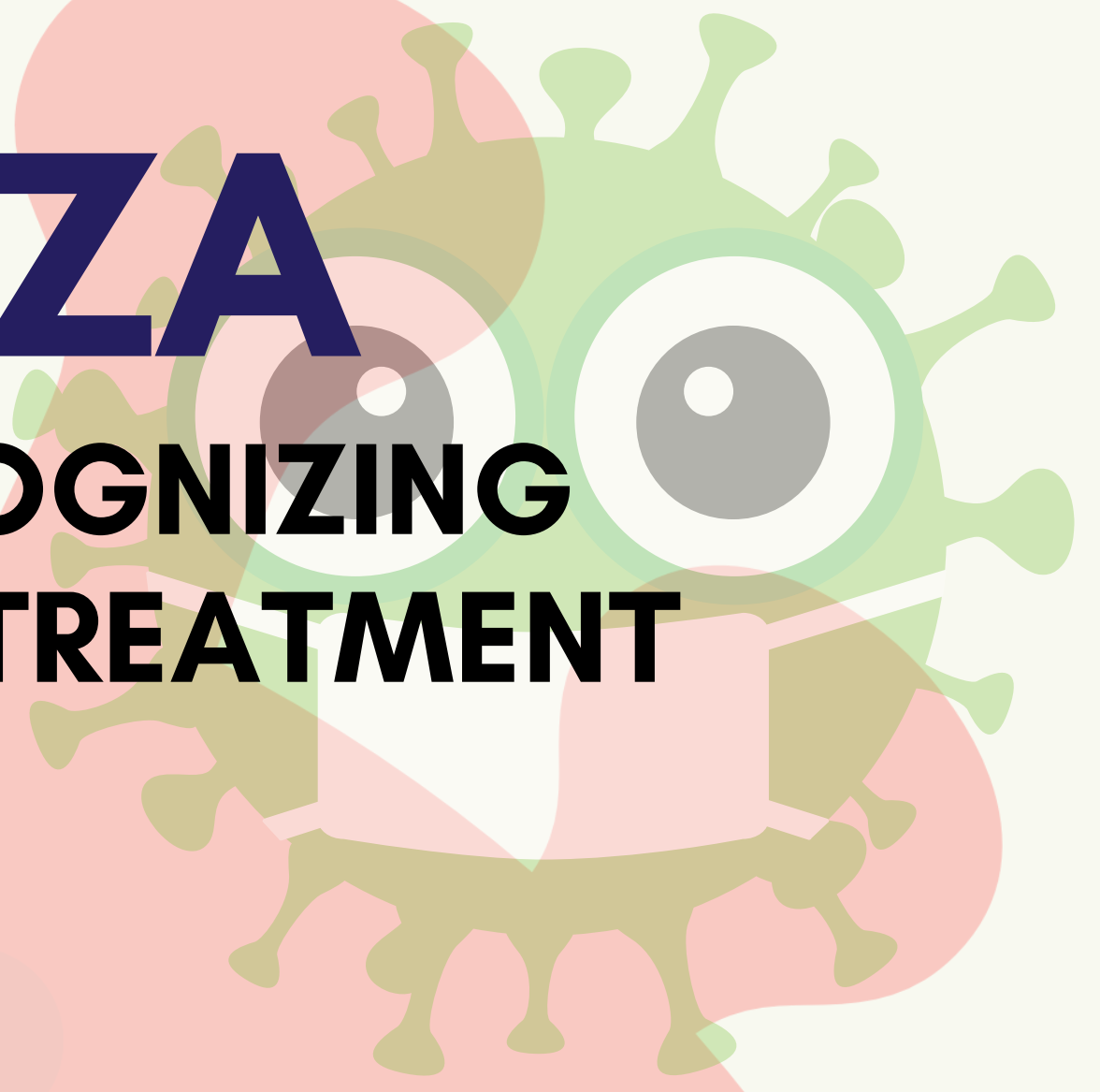
4.6 Ideas for upcoming ICE Page Articles – Flu Season/Vaccine info

NEXT MEETING DATE: October 5, 2021 at 9am



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>





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.

