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|  | Maximum Home Support Newsletter  |
| Newsletter Date |  November 2020 |
| In This Issue* Clocking in/out
* Website
* Christmas Scheduling
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Visit our website!www.maxhome.caContact UsP.O. Box 2003303 Herald AvenueCorner Brook, NLA2H 7J5Phone: (709) 632-5055Toll Free: 888-632-5055Fax: (709) 632-5066Email: info@maxhome.caBay St. George Area:(709) 646-4646**Please take this newsletter to work with you and read over with the client****HSW thought for today….****Sometimes it is better to be kind then to be right. We do not need a smart mind that thinks but a patient heart that listens...****Home Support Workers Course.**A self-paced study program is available, and we expect all employees to complete this training course. The course is made up of twelve modules and is available on our website. This program will educate and equip all HSW’s with the skills to deliver appropriate, timely, and respectful client-focused care to the elderly, persons with disabilities or those recovering from illnesses or injuries.Once successfully completed, you will be issued a certificate of achievement!  | Clocking in/out proceduresA huge thank you to all the HSW’s who are clocking in and out of their scheduled shift. We encourage all employees to clock in and out of every shift. This is mainly what we use for payroll. Call the office if you require the phone number, ID number etc. **We ask that HSW’s continue to complete their time sheets and submit them the same as always, Western Health still wants to see a timesheet signed by the client, as always you can call our office to make sure it was received.**NEW IMPOVED WEBSITEPlease visit[**www.maxhome.ca**](http://www.maxhome.ca) to register as an employee. Once registered you will have access to; * Newsletters
* A copy of the Leave Request
* A copy of Timesheets and Flowsheets
* Occupational Health and Safety Info
* Home Support Workers Course (Certificate issued upon Completion)
* Policies, guidelines etc.

Christmas LeaveHome Support Workers should check with clients/families about whether they need a worker on Christmas Day and/or on New Year’s Day. Please let the office know if the client **DOES NOT** need you on either of those days.If your client is alone with no family, the home support worker will **NEED** to work their scheduled shift. Please contact the office with any changes to a shift during the holidays.SAFETY FIRSTWinter is on the way!It’s important for the clients to ensure that all walkways and stairs are shoveled de-iced before a home support worker is due to arrive for their shift. Our home support workers are NOT to do these chores.Here are some ways employees can protect themselves from slips, trips and falls during the winter months:* Wear suitable footwear (low heels, waterproof, ice/snow traction, etc.). Walk slowly and safely. Walk as flat-footed as possible in very icy areas.
* Use handrails on stairs.
* Take special care and pay attention to slippery steps or floors when

entering or exiting buildings, homes and vehicles.* Give yourself enough time to get where you are going without rushing.
* Walk around rather than over snowbanks or other obstacles.
* Watch out for black ice or ice covered with snow.
* Keep a three-point contact with vehicles when mounting or descending.

Use the vehicle for support.* Try to avoid carrying items or walking with your hands in your pockets,

this can reduce your ability to catch yourself if you lose your balance. Instead, carry a backpack if you have one.**Remember: Ice and snow mean “take it slow!”**COVID-19**The safety of our employees, clients and their families will remain our number one priority.** Since March 2020 we have taken steps to keep our clients and employees safe when care is being delivered in the home and in the community. We are here to provide you with guidance, support and the recommended PPE. We are also so very thankful for our Home Support Workers, their dedication to the clients and the Agency while working through a pandemic is admired and appreciated! To control the spread of any illness and to reduce or prevent the risk of exposure to/or transmission of infectious diseases, we ask that clients and employees continue to follow the Dept. of Health recommendations:* Practice social distancing
* Wear a mask when delivering care
* Wash your hands at the start of and during all visits with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
* Avoid touching your eyes, nose, or mouth with unwashed hands
* Notify your doctor or call 811 if you are experiencing flu-like symptoms. Please inform the Agency immediately for further direction.
* Stay home when you are sick.
* All home support workers who have recently traveled or been in contact with anyone who has traveled outside the province or the Atlantic Bubble, should visit the Government of Newfoundland and Labrador website [www.gov.nl.ca/covid-19](http://www.gov.nl.ca/covid-19) regarding the requirements to self-isolate and recommendations for testing.
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