

PROCEDURE FOR RECEIVING AND SUPPLYING PERSONAL PROTECTIVE EQUIPMENT

The Ministère de la Famille is actively working to ensure that educational childcare centres are supplied with masks and visors as soon as possible. The first delivery will be made on May 8 in preparation for the May 11 first reopening wave. A second delivery is also planned to meet the needs of the Montreal Metropolitan Community (MMC), which will open its educational childcare centres the week of May 25.

In order to plan the receiving, distribution and collection of the equipment, you will find below the information on the procedure involved. Please note that this procedure will be in effect only for the period from May 11 to May 22. After this period, you will be sent a new procedure.

Given that there are more than 15,000 educational childcare centres in Québec (childcare centres, subsidized and non-subsidized daycares, home childcare providers), drop-off points called distribution centres have been designated. The role of these centres will be to receive the equipment delivered by the distributor and coordinate the collection of equipment by the educational childcare centres. The distribution centres for the first two weeks are 100 home childcare coordinating offices already designated across Québec, excluding the MMC.

In addition, for the period covered by the first delivery, i.e. May 11 to May 22, the number of masks provided for per required staff member per day is three. As the masks come in boxes of 50, you will likely receive more masks than the amount required for the period. These masks can be used for the weeks after May 22. Because the number of available masks is limited, please ensure they are used optimally and in accordance with the usage protocols.

The visors are reusable and will all be part of the first delivery. No resupplying of visors will be possible.

The number of masks and visors required by facility or home childcare provider has been calculated based on different parameters, including the estimated occupancy rate of the educational childcare centres and the estimated number of required staff. These calculations are also aimed at equitable distribution of available protective equipment considering the limited inventory of masks and visors.

It should be noted that in order to limit the distance to be covered for the coordinating offices and the educational childcare centres, as the case may be, the equipment available to home childcare providers may not be delivered to the coordinating offices that have recognized them. Thus, some coordinating offices may have to distribute equipment to the home childcare providers they know, but also to home childcare providers recognized by other coordinating offices. You are asked to respect these parameters in order to facilitate inventory management.

Lastly, to ensure your protection and that of the staff of the coordinating offices and educational childcare centres, please comply with the health measures in effect issued by the Direction nationale de santé publique during the distribution and collection of protective equipment.

Enclosed you will find:

- A. Procedure for the distribution of equipment for distribution coordinating offices**
- B. Procedure for the collection of equipment for educational childcare centres**

Protective equipment inventory tracking

Any educational childcare centres that decide not to open for the week of May 11 and the week of May 25 will not collect their protective equipment. Tracking this inventory will be required in order to optimally manage the available inventories since they are limited. You will be informed of the arrangements in this regard during the week of May 11. Your cooperation is essential to ensure that all educational childcare centres that require personal protective equipment have access to it.

PROCEDURE – Use of protective equipment

You will find the relevant information for use of protective equipment in the following documents from the Institut national de santé publique du Québec (INSPQ):

- <https://www.inspq.qc.ca/publications/2973-port-masque-protoger-personnes-vulnerables-covid19>
- <https://www.inspq.qc.ca/publications/2955-desinfection-protection-oculaire-covid19>

Various other relevant documents are available on the INSPQ site in the COVID section. We invite you to consult them.

For any further information, you can contact your regional Customer Service Centre.

The Ministère de la Famille sincerely thanks you for your invaluable cooperation.