

## DISTRIBUTION PROCEDURE – DISTRIBUTION COORDINATING OFFICES

### FIRST WAVE

#### Definitions

Delivery period: Scheduled dates for shipping personal protective equipment (PPE) to the coordinating offices

Distribution period: Scheduled period for delivery of the PPE to the educational childcare centres by the coordinating offices

Period covered: Scheduled days for use of the required PPE

#### A – Receiving of equipment

The 100 distribution coordinating offices, located in the cold zone, will be contacted by the Ministère de la Famille and will receive an email indicating they have been designated as a distribution centre for the educational childcare centres located within an adjoining perimeter ONLY for the first delivery. Depending on the zone in which they are located, the delivery dates differ:

- Cold zone: Delivery by May 11, with some exceptions
- Hot zone (MMC) : Delivery by May 25
- Indigenous territories: Delivery spaced out according to the scheduled reopening dates

In the email designating you as a distribution coordinating office, you will also find a distribution list that includes the following information:

- Contact information of the educational childcare centres being supplied by your coordinating office (childcare centres, subsidized and non-subsidized daycares, home childcare providers)
- Number of boxes of masks and number of visors to give to each educational childcare centre

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.

Since there may be a significant total volume of equipment (cases), a location for the equipment should be prepared.

In addition, for the period covered by the first delivery, i.e. May 11 to May 22, as the masks come in boxes of 50, you will likely receive more masks than the amount required for the period. Surplus masks are not for immediate use but, rather, for use during the weeks after May 22.

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

## **B – Distribution of equipment to the educational childcare centres**

The educational childcare centres will receive a confirmation email informing them which coordinating office is their supplier.

The distribution coordinating office is responsible for determining the distribution logistics regarding the educational childcare centres, as well as the schedule for collection of protective equipment. This office is also responsible for informing the educational childcare centres it is supplying of the selected arrangements. Here are some examples of the possible distribution method:

- Drive-through service: The coordinating office's person in charge places the equipment directly in the trunk of the car of the educational childcare centre representative
- Distribution counter at the coordinating office itself
- Delivery by the coordinating office officials to the educational childcare providers

To ensure your protection and that of the staff of the educational childcare centres, please comply with the health measures in effect.

### **Distribution steps**

1. From the distribution list, verify the information with the educational childcare centre representative (name of the educational childcare centre, name and address of the educational childcare centre's person in charge)
2. If the educational childcare centre representative is not the representative identified on the distribution list, make a note of the full name and telephone number of the educational childcare centre's representative who has come for the equipment. A piece of photo ID may be requested.
3. On the distribution list, verify the quantities to give to the educational childcare centre (number of boxes of masks and number of personal visors)
  - For the visors, open a box of visors as required and be sure to give out the exact quantity of personal visors. Take note that, because the visors are reusable, the educational childcare centre staff can disinfect the visors after delivery to their facility.
  - For the boxes containing 50 masks, give the exact number of boxes. Do not open the boxes of masks.