

COLLECTION PROCEDURE – EDUCATIONAL CHILDCARE CENTRES

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

Collection of protective equipment at the distribution centre

ONLY for the first delivery: You will receive a confirmation email indicating which coordinating office is your supplier. Distribution information (hours for collection and collection logistics) will be provided to you by the coordinating office itself. So as not to hinder the distribution process, please await instructions from the distribution coordinating office and do not contact this office before receiving instructions.

Period for the first delivery according to the region:

- Cold zone: Delivery by May 11, with some exceptions. Protective equipment received for the period from May 11 to May 22
- Hot zone (MMC) : Delivery by May 25
- Indigenous territories: Delivery spaced out according to the scheduled reopening dates

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.

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 a greater number of masks. 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.

To ensure your protection and that of the staff of the coordinating offices, please comply with the health measures in effect during the collection of protective equipment.

Steps for the collection of protective equipment

1. Be sure to have a paper or digital copy (e.g. on a cellphone) of the email indicating which coordinating office is your supplier.

2. A person in charge of the coordinating office will ask you to confirm the following information:
 - Name of your educational childcare centre
 - Address of your educational childcare centre
 - Name of your educational childcare centre's person in charge who received the email identifying the distribution coordinating office

You may be asked for a piece of photo ID.

3. The coordinating office's person in charge will provide you with the number of boxes of masks and the number of personal visors indicated on the distribution list sent by the Ministère de la Famille. The logistics involving taking possession of the equipment will be established by the coordinating office itself (e.g. drive-through service, distribution counter, etc.).

REMINDER – PROCEDURE – Use of protective equipment

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

- <https://www.inspq.qc.ca/publications/2973-port-masque-protéger-personnes-vulnérables-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.