

Coronavirus (COVID-19)

INFORMATION BULLETIN, MAY 12, 2020

FOR EDUCATIONAL CHILDCARE PROVIDERS

Tools to facilitate worker recruitment

During the current reopening of educational childcare establishments, the Ministère de la Famille (MFA) is aware of the network's concerns regarding worker availability and the challenges that have to be met to recruit staff during these exceptional times.

By way of support, the MFA will soon be taking actions to attract workers to the childcare network, including:

- the dissemination of advertisements to encourage people to respond to the need for workers in the childcare sector;
- the solicitation of students, by the Minister of Families, in conjunction with the Minister of Education and Higher Education and the directors general and administrators of Québec CEGEPS and universities, to ask them to lend their support to the network; and
- the dissemination of information that will allow childcare establishments to post their job offers on platforms.

The MFA has also decided to relax certain requirements, which are described in this bulletin, and to offer the network several tools and options aimed at increasing the availability of personnel.

Knowing that childcare establishments have their own particularities, the proposed options will have to be adapted to the realities of each facility. However, it is important to ensure that the provisions of the applicable collective agreement and human resources management policy are respected, as the case may be.

1. Two platforms for publicizing your needs

Temporary Web platform in the context of COVID-19

In order to find urgently needed workers in the context of COVID-19, businesses can register for the temporary job-posting platform at the following address:

<https://www.quebec.ca/emploi/offres-d-emploi/besoins-urgents-covid-19/>.

Educational childcare establishments are eligible to register, and the steps have been simplified:

- The registration form is very easy to fill out.
- Job seekers will be able to communicate directly with your establishment.
- A link to your establishment's website (if you have one) will be displayed.

Important

The aforementioned actions, which will be taken very soon by the MFA, will aim to encourage people to visit the temporary Web platform. You are urged to register for the platform as soon as possible and post your labour needs.

The MFA offers you model job descriptions that you can post on your website (appendices II and III).

Placement en Ligne d'Emploi-Québec website:

You can also post jobs on the *Placement en Ligne d'Emploi-Québec* website: <http://placement.emploiquebec.gouv.qc.ca/>

Other possible options are those of using employment agencies or services offered by regional or national associations that publish specialized job offers in the childcare sector.

2. Explore new potential labour pools

Educator staff

Note: The types of people listed below could work as unqualified childcare staff. They could, however, be considered qualified as educator staff if they meet the requirements of the *Directive concernant l'évaluation de la qualification du personnel de garde* [directive concerning the evaluation of childcare staff qualification and the recognized equivalent training] or if they are working as replacements and meet the requirements specified in one of the paragraphs in Appendix I.

To increase your pool of educator staff, you could recruit:

- students or teachers in early childhood education, special education or social work;

- university students or course instructors in the fields of preschool and elementary school education, early childhood education, psychoeducation, psychology, school and social adaptation, and secondary school education;
- day camp monitors;
- specialized educators;
- social work technicians;
- workers on recall lists; and
- home childcare providers (HCPs) who do not wish to reopen their childcare centre in the current health emergency context.

Reception, maintenance, cleaning and disinfection workers

To increase your pool of reception, maintenance, cleaning and disinfection workers, you could recruit:

- school maintenance workers (secondary schools, CEGEPs, universities, adult training centres, etc.); and
- students aged 16 or over, regardless of their field of study.

You could also use subcontractors for maintenance services.

3. Increase availability of staff already working in the childcare establishment

- Temporarily increase the number of hours worked by staff members (e.g. give more hours to part-time workers, add an extra day of work to the schedule of those who normally work only four days a week, authorize overtime, etc.).
- Postpose staff vacations during the transition period, except for those already authorized.
- Without exceptions, refuse all new requests for days off, phased retirement, leave without pay, etc.
- Simplify the recall-to-work procedure during the reopening of the childcare establishment following a temporary shutdown imposed by the Direction de la santé publique.
- Postpone any current or future grievance arbitration procedures to a later date (after the end of the health emergency situation).

4. Assign personnel to other functions

Assign the following to educator positions:

- educational and technical counsellors; and
- specialized educators.

5. Verification of no impediment

- In the context of COVID-19, adults of full age still have the obligation to demonstrate that no impediment to their hiring exists. When they are hired, they must request this attestation from the police. Exceptionally, new staff members may work with children during the investigation to verify the existence of an impediment. Management personnel will, however, have to closely monitor any staff members who have not yet demonstrated that no impediment exists.
- In the context of COVID-19, the obligation to verify the existence of an impediment does not apply to:
 - minors;
 - maintenance, cleaning or disinfection staff, provided that such a staff member is never left alone with a child.

6. Qualification requirements for staff

Beginning on May 11, 2020, for a temporary period, at least one in three members of the childcare staff must be qualified.

To ensure that the network has enough qualified staff members, educators acting as replacements and who meet most of the requirements of the *Directive concernant l'évaluation de la qualification du personnel de garde* will be considered qualified. The requirements that replacements must meet in order to be considered qualified are found in Appendix 1, *Qualification Requirements for Unqualified Staff*.

Additional information

Mandatory use of protective equipment

As stated in the *Guide de normes sanitaires en milieu de travail – COVID 19* [a guide to health standards in the workplace – COVID-19], prepared by the Commission des normes de l'équité, de la santé et de la sécurité du travail, **adaptations must be made to limit the risk of transmission when the principles of physical distancing principles cannot be followed**. This can be done by providing personal protective equipment adapted to the risk: respiratory protection, eye protection, visors, and gloves. The use of this equipment is mandatory and will be subject to verification by CNESST inspectors. It is the employer's responsibility to make sure that this obligation is met.

Below are links to the *Guide de normes sanitaires en milieu de travail – COVID 19*, the *Liste de vérifications quotidiennes*, and posters or videos (in French) showing how to put on or remove pieces of personal protective equipment:

Guide de normes sanitaires en milieu de travail – COVID 19 (in French)

<https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Documents/DC100-2146-Guide-Prevention-COVID19.pdf>

Liste de vérifications quotidiennes (in French)

<https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19/Documents/DC100-2146I-Fiche-ListeVerification-Covid19.pdf>

Masks:

Comment mettre un masque (in French)

<https://publications.msss.gouv.qc.ca/msss/fichiers/2019/19-207-09F.pdf>

Fièvre et toux? Porter un masque (in French)

<https://publications.msss.gouv.qc.ca/msss/fichiers/2019/19-207-04F.pdf>

Gowns and eye protection:

Procédure d'habillage et de déshabillage pour les précautions aériennes contact avec protections oculaires (in French)

<https://vimeo.com/399025246>

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If you have any questions, please refer to the following pages:

- <https://www.mfa.gouv.qc.ca/en/services-de-garde/coronavirus-fermeture-sdg/Pages/index.aspx>
- <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus/>

If you do not find the answers to your questions on these websites, please call the Centre des services à la clientèle et des plaintes of the MFA at the toll-free number 1-855-336-8568, between 8:30 a.m. and 4:30 p.m., Monday to Friday.