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Child Care Health & Safety: Procedures & Practices SELF-ASSESSMENT

Child Care Aware of Kansas (CCA KS) and the Kansas Department of Health and Environment (KDHE) have developed this Self-Assessment tool for use by licensed child care programs in response to the COVID-19 pandemic. Sections I and II will help guide child care programs through an analysis of procedures (Section I) and practices (Section II) that should be reviewed, modified, and/or created in response to the pandemic. Resources used in development of this Self-Assessment included national and state guidance related to the COVID-19 public health emergency, provided by the Centers for Disease Control and Prevention (CDC) and KDHE.

CCA KS Child Care Health Consultants are available to help child care programs analyze the results of the Self-Assessment and identify ways to reduce the spread of illnesses within the program. Child Care Programs that complete a Self-Assessment and receive a consultation from a Child Care Health Consultant (CCHC) are eligible to apply for a health and safety grant. Programs are asked to complete, to the extent possible, a Self-Assessment before scheduling a consultation with a CCHC. To schedule, call or send an email to CCA KS.

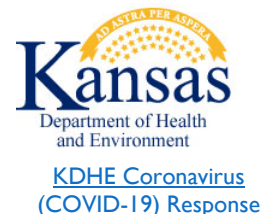
► Call: 855-750-3343 or Email: cchc@ks.childcareaware.org

Child care programs must remain in close communication with their local public health department as COVID-19 information and guidance can change rapidly. Local health officials can provide community level guidance and recommendations that support efforts to reduce the spread of illness in their community.

Note: If you have received a past visit from a Child Care Resource & Referral Specialist and/or Infant-Toddler Specialist, please consider those recommendations as you assess the needs of your facility. In addition, if you have completed an Environmental Rating Scale, consider those results as well.

Acknowledgment: Special thanks to Healthy Child Care Colorado for their support.

This project is supported by the Kansas Department of Health and Environment with funding from the Department of the Treasury (Treasury) Office of Inspector General's (OIG) Coronavirus Relief Fund, federal funds available under section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").



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Person Completing the Assessment: _____ Title: _____ Date Completed: _____

Connect with a CCAKS Child Care Health Consultant for support.

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SECTION I: Health Planning Procedures

Health Planning Procedures	Tasks	Grant Needs
Communication Plans Review	<p style="text-align: center;"><i>Use this section to analyze procedures that are in place OR need to be adapted for your child care program compared to COVID-19 public health guidance. Check the box if you have a procedure in place that follows current public health guidance (linked below).</i></p> <p>For the Self-Assessment, I will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update program profile and vacancies with Child Care Aware of Kansas <input type="checkbox"/> Document plans to collaborate with the local health department and my licensing surveyor to stay up to date on the latest guidance. (https://www.kdheks.gov/olrh/download/health_directory.pdf) <input type="checkbox"/> Ensure communication protocol with the local health department is in place in advance of a positive COVID-19 case or exposure. <input type="checkbox"/> Develop/update a communication plan for parents and staff including: <ul style="list-style-type: none"> ○ Define the process for notifying staff and families if your program needs to close due to a positive case or exposure. ○ Define the process to follow if a child or staff becomes ill. ○ Define revised drop off/pick up procedures. ○ Define the process for health screenings. ○ Develop a continual messaging plan that ill staff and children should stay home until well. <input type="checkbox"/> Update program emergency preparedness plan and inform others. <ul style="list-style-type: none"> ○ Emergency contact information is on file for every child so families can be contacted quickly if a child were to become ill or the program needs to close. 	<p style="text-align: center;"><i>Use this section to make notes of necessary changes and items needed. Review with a CCHC and then submit a grant application, based on identified needs.</i></p> <p>– Grant Consideration Tip: Do you have a messaging system to contact parents/staff?</p> <p>– Grant Consideration Tip: Is emergency preparedness information easily accessible?</p>

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<p>Program Operations Review</p>	<p>For the Self-Assessment, I will:</p> <ul style="list-style-type: none"><input type="checkbox"/> Identify signage to be placed in highly visible locations for visitors, staff, children, and parents to view. (https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc)<input type="checkbox"/> Establish a health screening process for signs and symptoms of illness (staff/provider and children). (https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)<input type="checkbox"/> Determine personal protective equipment (PPE) needs for staff and children. (https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.htm)<input type="checkbox"/> Review cleaning/sanitation/disinfecting (https://nrckids.org/CFOC/Database/3.3.0.1_protocols).<input type="checkbox"/> Determine commonly/frequently touched surfaces and define sanitation schedule and supplies. (https://nrckids.org/Files/Appendix/AppendixK.pdf)<input type="checkbox"/> Assess supplies and storage needs.<input type="checkbox"/> Review and update sick child separation plans, including area to be used.<input type="checkbox"/> Ensure appropriate supervision of children that are isolated.<input type="checkbox"/> Update plans for quick pick up by families.<input type="checkbox"/> Create a staffing plan which excludes high-risk staff and large groups.<input type="checkbox"/> Determine if building modification/renovations are needed.<input type="checkbox"/> Identify training needs, to include additional training related to the pandemic and licensure:<ul style="list-style-type: none"><input type="checkbox"/> Policies and practices, including emergency procedures<input type="checkbox"/> Prevention/control of infectious diseases<input type="checkbox"/> Behavior management and discipline<input type="checkbox"/> Schedule of daily activities<input type="checkbox"/> Care and supervision of children in care<input type="checkbox"/> Health and safety practices<input type="checkbox"/> Confidentiality<input type="checkbox"/> Determine unique needs based on age groups: such as infants, toddlers, school age, etc.<input type="checkbox"/> Review personnel policies (paid leave, absences/tardiness protocol, etc.) and make needed changes to support family-friendly policies.<input type="checkbox"/> Determine needs to continue support for breastfeeding mothers by updating policies/ practices.	<ul style="list-style-type: none">- Grant Consideration Tip: Is signage culturally sensitive? - Grant Consideration Tip: Do you have enough PPE supplies? - Grant Consideration Tip: Are cleaning supplies EPA-approved (https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)? - Grant Consideration Tip: Have you checked out the KCCTO training schedule (https://kccto.org/shop/), CCR&R Trainings (https://stage.worklifesystems.com/ProfessionalDevelopmentClassSearch), or your local health department events? - Grant Consideration Tip: Have you considered your technology needs to support school age children during their academic learning needs (school schedule)?
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	<ul style="list-style-type: none"> <input type="checkbox"/> Review family interview procedures to follow any new visitor practices in your program. 	
<p>Daily Routines & Interactions Review</p>	<p>For the Self-Assessment, I will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make needed modifications to drop off/pick up processes to follow healthy and safety guidance. <input type="checkbox"/> Review daily routines to follow COVID-19 healthy and safety guidance: <ul style="list-style-type: none"> ○ Handwashing routines – provide training and signage as needed. ○ Oral health routines (toothbrushing) ○ Meals time(s) ○ Drinking water access throughout the day ○ Snack time and preparation ○ Needs for food assistance: Consider CACFP. (https://www.kn-eat.org/CACFP/CACFP_Menus/CACFP_Home.htm) <input type="checkbox"/> Make needed changes to the learning environment. <ul style="list-style-type: none"> ○ Increase ventilation – open windows, change filters more frequently. ○ Rearrange room layout to encourage physical distancing and individual play. <input type="checkbox"/> Establish policies regarding children bringing personal items including: <ul style="list-style-type: none"> ○ Nap bedding, Personal water bottles, toys, etc. 	<p>– Grant Consideration Tip: Are ‘cubby’ spaces needed or can the room layout be rearranged to accommodate new plans or is new equipment needed?</p>
<p>Special Health Care Needs Review</p>	<p>For the Self-Assessment, I will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine requirements for children and staff with special health care needs. <input type="checkbox"/> Review Individualized Health Plans: Ensure this information is up to date. <input type="checkbox"/> Consider Medications: non-expired and on-site. Staff are trained on medication administration and proper storage is in place. <input type="checkbox"/> Provide training for daily care tasks that are needed, if applicable. 	

SECTION II: Health Planning Practices

Health Planning Practices	Tasks	Grant Needs
<p>Use this section to analyze practices that are either in place or need to be adapted for your child care program compared to public health guidance. Check the box if you have a practice in place that follows current guidance.</p>	<p>Use this section to make notes of necessary changes and items needed.</p> <p>Review with a CCHC and then submit a grant application, based on identified needs.</p>	
<p>Signage is posted throughout the program. https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Signage is displayed that messages about: <ul style="list-style-type: none"> <input type="checkbox"/> Physical distancing <input type="checkbox"/> Avoiding ill people <input type="checkbox"/> Covering coughs <input type="checkbox"/> Minimizing non-essential activities in the community <input type="checkbox"/> Frequent handwashing <input type="checkbox"/> Six-foot spacing is marked (as needed) – inside and/or outside the child care program. <input type="checkbox"/> Signs are posted throughout the program such as at entrances/exits, handwashing areas, in break areas, etc. 	
<p>Personal Protective Equipment (PPE) is available for staff/provider(s) and children. https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Thermometer with disposable covers or non-contact thermometer is available. <input type="checkbox"/> Smocks are available for anyone completing health screenings (if not using non-contact thermometer). <input type="checkbox"/> Disposable gloves are available. <input type="checkbox"/> Face coverings (recommended masks or face shields with masks) are available for anyone completing health screenings. 	<p>– <i>Grant Consideration Tip: Do you have enough masks/cloth facial coverings available if parents, children, or staff arrive without masks? Do masks meet recommendations?</i></p>
<p>ALL children & staff receive a health screening upon entering the facility and periodic health checks are conducted throughout the</p>	<p>Health Screening Exclusion Criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever greater than 100.4 degrees (F) <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath/difficulty breathing <input type="checkbox"/> Sudden loss of smell or taste. 	

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<p>day. (https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Other signs of illness (headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion). <input type="checkbox"/> Seek travel related information, follow KDHE travel information (https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran) <input type="checkbox"/> Seek information about potential COVID-19 exposure. 	
<p>Visitor access is limited; health screenings are conducted as needed.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Visitors, including parents and guests, have limited access to the program or are screened for symptoms of illness, travel, and exposure if entering. <input type="checkbox"/> Necessary visitors, including the licensing surveyor, public health officials, or necessary maintenance/repair workers are screened if entering. <input type="checkbox"/> A log of visitors is kept, including date/time and contact information (phone or email). <input type="checkbox"/> No special events are scheduled. <input type="checkbox"/> All on-site tours are discontinued. <input type="checkbox"/> New family interviews follow health and safety recommendations including physical distancing protocol. 	<ul style="list-style-type: none"> – <i>Grant Consideration Tip: If considering offering virtual tours will you have technology equipment</i> – <i>Grant Consideration Tip: If conducting interviews after normal business hours, will you incur additional expenses?</i>
<p>Separate entrances are used and/or staggered drop off and pick up times are scheduled.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Children are dropped off by one parent. Parents wear face coverings at drop-off and pick-up. <input type="checkbox"/> Alternate sign in/sign out procedure is implemented so parents do not have to share pens/clipboards or keypads. <input type="checkbox"/> Upon entry parents, children & staff wash their hands. <input type="checkbox"/> Upon entry a health screening area allows for social distancing. <input type="checkbox"/> Use written notes, phone calls, apps, or emails to communicate about child's day (instead of face-to-face discussion). 	<ul style="list-style-type: none"> – <i>Grant Consideration Tip: Can drop off and pick-up be moved outside?</i> – <i>Do you have enough pens available to ensure parents are not sharing?</i> – <i>Grant Consideration Tip: Do you need additional hand hygiene stations?</i>
<p>Appropriate handwashing practices are followed.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Each area/room that children use has easy access to handwashing sinks, with soap and paper towels. <input type="checkbox"/> Children are supervised and guided to follow proper handwashing protocol. <input type="checkbox"/> Carefully follow diaper changing procedures. <input type="checkbox"/> Hands are washed frequently throughout the day and especially: <ul style="list-style-type: none"> ○ When returning from outdoors ○ After toileting, diapering, handling bodily fluids 	

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<p>There is designated space for separating sick children to stay until parents can pick them up.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Isolation/sick room is disinfected after use. <input type="checkbox"/> Staff/provider supervising ill child uses personal protective equipment: <ul style="list-style-type: none"> ○ gloves ○ smock ○ face covering such as a mask, goggles, or a face shield 	
<p>Considerations are made for nurturing and supportive caregiving (when physical distancing cannot be maintained).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Caregiver has an oversized, button down smock/shirt (that can be easily changed if needed) available. <input type="checkbox"/> Long hair is secured in a ponytail/clip. <input type="checkbox"/> Frequent handwashing is used. <input type="checkbox"/> Children have a clean change of clothes, if needed. 	<p>– <i>Grant Consideration Tip: Do you have extra supplies (such as smocks, face coverings, etc.) for these circumstances as they arise?</i></p> <p>– <i>Grant Consideration Tip: Do you have storage for children’s clothing?</i></p>
<p>Children are cared for in small, stable groups.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Group ratios are maintained. (<i>https://www.kdheks.gov/bccdr/regs.html</i>) <input type="checkbox"/> Groups are not combined. <input type="checkbox"/> Children are not moved into another group. <input type="checkbox"/> Same staff/provider with the same group of children throughout the day <input type="checkbox"/> <u>Child Care Centers</u>: Break times are covered by consistent staff member. <input type="checkbox"/> Room is arranged to encourage social distancing: <ul style="list-style-type: none"> ○ Room arrangement allows for children to spread out and promotes individual play. ○ Unnecessary furnishings, equipment and hard to clean items are removed. <input type="checkbox"/> Extend indoor learning activities outdoors (as often and as appropriate) for the children. <input type="checkbox"/> Create a schedule for large common area (i.e. playground or gym): <ul style="list-style-type: none"> ○ Each group must be kept separate. 	<p>– <i>Grant Consideration Tip: Do you need substitutes to help with drop off/pickup, transitions, break times, etc.?</i></p>

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	<ul style="list-style-type: none"> ○ The space must be large enough to ensure physical distancing can be maintained. ○ The space must be disinfected after each use. <input type="checkbox"/> Staff/provider and children wash hands after using a common play area/playground. 	<p>– Grant Consideration Tip: Do you need additional supplies/toys?</p>
<p>Face coverings Caregivers wear face coverings while caring for children and/or interacting with parents. <i>(https://www.cdc.gov/coronaviruses/2019-ncov/prevent-getting-sick/about-face-coverings.html)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Wearing a mask is introduced to children to help them learn the importance. <input type="checkbox"/> Each caregiver has 2 face coverings. <input type="checkbox"/> Children under 2 years of age never wear a face covering. <input type="checkbox"/> Children over 2 years of age are closely supervised when wearing masks. <input type="checkbox"/> Each person’s masks are stored separately. <input type="checkbox"/> Masks are washed if visibly soiled and/or every day of use and before being used again. <p><i>NOTE: When feasible and necessary, children 2 years and older may safely wear masks when they can put one on and remove it without assistance and able to avoid touching or sucking on it.</i></p>	<p>– Grant Consideration Tip: Do you need new resources to introduce learning about masks to the children?</p> <p>– Grant Consideration Tip: What are the speech and language needs of children that you should consider when choosing a mask type?</p>
<p>Hard to clean classroom supplies and toys are not used.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Items are cleaned and disinfected after each use. <input type="checkbox"/> Toys that have been mouthed or contaminated with bodily fluids are set aside to be cleaned and disinfected. <input type="checkbox"/> Toys from home are discouraged. 	<p>– Grant Consideration Tip: Do you need more toys and supplies for individual child play?</p> <p>– Grant Consideration Tip: Do you have a place to store hard to clean toys?</p>
<p>Sensory tables and other commonly used group manipulatives are not used.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Individual sensory activities are provided. <input type="checkbox"/> New items are stored in ways that children can access them (such as individual play totes). 	<p>– Grant Consideration Tip: Should you consider disposable plates, bowls, or small containers for individual sensory experiences? Remember - ensure each reusable item is disinfected after each use.</p>
<p>Family-style meals are discontinued.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> An adult serves all food and beverages. <input type="checkbox"/> Meals and snacks are served in the classroom. <input type="checkbox"/> Staggered meal times are in place for programs using one large room. 	
<p>Access to drinking water continues with modifications.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Personal water bottles, if applicable, are labeled with the child’s name, cleaned, and sanitized every day. <input type="checkbox"/> Water bottles are not stored together. <input type="checkbox"/> Drinking fountains, if applicable, are disinfected throughout the day. 	<p>– Grant Consideration Tip: Do you need equipment to make drinking water accessible during all parts of day, including when outside?</p>

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<p>Napping/rest time follows guidelines.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Face coverings are <u>not</u> worn by children during naps. <input type="checkbox"/> There is at least 6 feet of space between nap mats/cots/cribs. <input type="checkbox"/> Children are arranged in a head-to-foot configuration. <input type="checkbox"/> Bedding is not shared, washed weekly, and dried using high heat. 	
<p>Cleaning, sanitizing, and disinfecting methods allow you to meet guidelines.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Appliances are in working order. <ul style="list-style-type: none"> <input type="checkbox"/> High heat setting works on dryer (if applicable). <input type="checkbox"/> Supplies are easily accessible. <input type="checkbox"/> Dishwasher effectively cleans and sanitizes (if CACFP, use this guidance). (https://nrckids.org/CFOC/Database/4.9) (https://www.kn-eat.org/CACFP/CACFP_Docs/Guidance-Admin_Hdbk/C5_Food_Safety_09_2017.pdf) <input type="checkbox"/> Sinks available allow for a 3-compartment cleaning process. 	
<p>Enough supplies are available for 2–4 weeks.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Sanitizer and disinfectant (https://nrckids.org/Files/Appendix/AppendixJ.pdf; https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2v) <input type="checkbox"/> Masks/face coverings <input type="checkbox"/> Paper towels <input type="checkbox"/> Toilet paper and facial tissues <input type="checkbox"/> Hand soap, dish soap and laundry soap (if applicable) <input type="checkbox"/> Gloves <input type="checkbox"/> Thermometer(s) and covers (if applicable) <input type="checkbox"/> Personal Protective Equipment (PPE) for health screening processes. (https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren) <input type="checkbox"/> Smocks/t-shirts <input type="checkbox"/> Other daily supplies, as needed 	
<p>Connect with your local health department and licensing surveyor. <i>(https://www.kdheks.gov/olrh/download/health_directory.pdf)</i></p>	<p>Local Health Department Contact (Name, Phone, Email): _____</p> <p>Local Licensing Surveyor (Name, Phone, Email): _____</p>	

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Congratulations! You have completed the Self-Assessment. The next step in the Child Care Health Consultation Pathway is to schedule an appointment to connect with a Consultant. Please be patient as we work to meet your needs during this busy time.

► Call: 855-750-3343 or Email: cchc@ks.childcareaware.org

Make Note! CCHC Appointment Date/Time: _____ Consultant Name: _____

Resources

CDC Guidance for Schools and Child Care Programs	https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html
KDHE Guidance for Child Care & Foster Care	https://www.coronavirus.kdheks.gov/227/Childcare-Foster-care
Caring for Our Children, National Health and Safety Performance Standards, Guidelines for Early Care and Education Programs	https://nrckids.org/CFOC
Kansas Children’s Cabinet and Trust Fund: CARES Act Support	https://kschildrenscabinet.org/cares-act-support-for-early-childhood/

Helpful Tips

Just the Facts

Misinformation about COVID-19 can create fear and hostility that is hurtful and that makes it difficult to keep everyone healthy. Take advantage of the facts to prevent, interrupt, and respond to stigma.	<ul style="list-style-type: none">✓ Reducing Stigma (https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html)✓ Stop the Spread of Rumors (https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/share-facts.html)✓ What to Do if You Are Sick (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
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Resources for Supporting Staff, Children, & Parents

Centers for Disease Control and Prevention (CDC)	Sesame Street in Communities	Kansas Department of Health & Environment	Kansas Children’s Cabinet & Trust Fund
<ul style="list-style-type: none"> ✓ Helping children cope (https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html) ✓ Talking with children about Coronavirus Disease 2019 (https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html) ✓ Stress and Coping (https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/stress-coping/index.html) 	<ul style="list-style-type: none"> ✓ COVID-19: Everyday Challenges (https://sesamestreetincommunities.org/subtopics/covid-19-everyday-challenges/) ✓ Heroes for Health (https://sesamestreetincommunities.org/subtopics/heroes-for-health/) 	<ul style="list-style-type: none"> ✓ Mental Health Toolkit (https://www.coronavirus.kdheks.gov/244/Mental-Health-Resources) ✓ Taking Care of Yourself During COVID-19: Resources for Children & Families (https://www.coronavirus.kdheks.gov/DocumentCenter/View/930/Taking-Care-of-Children-Families-During-COVID-19-PDF-4-21-20) 	<ul style="list-style-type: none"> ✓ Resources Links for Families & Providers (https://kschildrenscabinet.org/)