

COVID-19 Safety Plan for Certified Day Program Reopening

Agency Legal Name	BLOCK INSTITUTE		
Agency Address	376 BAY 44TH STREET, BROOKLYN, NY 11214		
Day Program Type	<input checked="" type="checkbox"/> Certified Site <input checked="" type="checkbox"/> Community, without Walls	<input checked="" type="checkbox"/> Day Habilitation <input type="checkbox"/> Day Treatment <input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> Prevocational <input type="checkbox"/> Respite
Anticipated Reopening Date	7/21/2020		
Operating Certificate Number	061430303,061430304,061430302		
Site Address (certified sites only)	2214 Stillwell Avenue Brooklyn NY 11223	376 Bay 44 th Street Brooklyn, NY 11214	7601 Bay Parkway Brooklyn, NY 11214
Certified Capacity (certified sites only)	145, 67, 26		
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The program's Safety Plan must describe procedures to operate the certified day program site or deliver day program service in accordance with the guidance document, Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities. This document provides the outline to utilize for development of the Safety Plan (or future revision).

Some requirements may not be applicable to community-based services.

Please submit the written safety plan for each program to OPWDD prior to the reopening at quality@opwdd.ny.gov. In addition, for each safety plan, a completed Day Program Site Attestation must also be submitted. OPWDD will maintain copies of the plans for our records. OPWDD will not be providing approvals of agency plans.

Certified Sites must also maintain a copy of the program's Safety Plan on premises available to facility staff, OPWDD and local health authorities upon request. Community day program services (non-site based, without walls) must also make a copy of the Safety Plan available upon request.

SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

Identify how you will ensure the above and any related strategies:

Signage indicating non-entry for non-essential visitors will be posted on the front door. Any deliveries will be met outside of the facility to avoid traffic of non-essential persons in and out.

Signage will be posted throughout Block Institute Day Program sites and administrative areas addressing critical COVID-19 transmission prevention and containment, including the following:

- **Use of mask or cloth face-covering requirements will be posted at exits, entrances, vehicles and throughout the building.**
- **Proper storage, usage and disposal of PPE will be posted in all group rooms and vehicles.**
- **Symptom monitoring and COVID-19 exposure reporting requirements will be posted throughout the building.**
- **Proper hand washing and appropriate use of hand sanitizer will be posted in all group rooms and vehicles.**
- **Room occupancy limits will be posted on room doors.**
- **Visitors logs to identify persons not assigned to a given room or cohort will be placed on room doors.**
- **Social distance markers and directional arrows will be placed on flooring of all traffic areas.**
- **Social distance markers will be placed on classroom flooring.**

A. Entrance to Site Based Programs

Pre-Entry/Pre-Participation Screening:

- Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
 - per infection control standards for protection of screener and screened person,
 - to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance and policy.

Response to Signs and Symptoms and Departure:

- Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:
 - Facilitating departure as soon as possible, and
 - Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to

contact their health care provider and written information on healthcare and testing resources.

- Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.

Participation and Return to Program/Service

Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.

- Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

Identify how you will ensure the above and any related strategies:

PRE-ENTRY SCREENING

- a. Each location will have one designated entrance where screening will take place. All other entrances will remain unused and locked when safely acceptable.**
- b. All staff, individuals and essential guests must be screened prior to entering by a supervisory level staff member or clinician, utilizing the assessment questions in the OPWDD Interim Guidance guidelines.**
- c. Screening areas will be equipped with thermometer, gloves, hand sanitizer, masks, garbage pail, and cleaning supplies.**
- d. Only essential persons wearing the proper PPE who have passed screening requirements will be allowed entry.**
- e. Screening staff will be required to be trained on how to complete the following steps. The first staff person to arrive will self-assess.**

All visitors/employees/individuals will be asked screening questions regarding:

- (1) Covid-19 symptoms in the past 14 days (e.g. do you have fever, lower respiratory infection, trouble breathing, shortness of breath, cough, nasal congestion, runny nose, sore throat).**
- (2) A positive Covid-19 test in the past 14 days.**
- (3) Close contact with someone confirmed or suspected COVID-19 case within the last 14 days**
- (4) Travel from within one of the designated states with significant community spread or international travel.**

The Screener will take visitors/employees/individuals temperature. If the visitor's temperature is 100.1F or higher they will be asked not to enter the facility and to return home until they are fever free for a period of 72 hours without the use of fever reducing medications.

The Screener will wear a mask and will change gloves between each temperature. Gloves will be disposed of in a separate tied bag in the garbage or a designated garbage bin. The bin garbage bag will also be tied off and disposed of at the end of the screening process.

Screening will be documented on the visitor's log [and/or Therap Electronic Record]. A supervisory staff or Health Care Professional will review screenings [each day for accuracy and completion. This will be documented by a date and signature or and electronic time stamp]. Social distancing will be maintained for people waiting to enter the building. Floor markers will be used as a guide. Upon entry, all staff and people supported must sanitize hands in the facility vestibule prior to entering the facility. A six-foot demarcation will be placed to indicate six feet distance from front desk staff. Front desk staff (as with all staff) must always wear a mask. Screening Log will be securely stored at the end of each day and maintained for use during contact tracing when needed.

RESPONSE TO SIGNS AND SYMPTOMS/DEPARTURE

If the visitor [answers yes to any of the screening questions] or their temperature is 100.1F or higher they will be asked not to enter the facility and to return home until they are fever free for a period of 72 hours without the use of fever reducing medications (i.e. Tylenol) and have consulted with a medical professional.

In the event that an immediate departure prior to entering the facility is not possible, the individual with symptoms, exposure, or travel concerns will be escorted wearing a mask to an isolation area where they will remain until they can be transported home at the earliest possibility. All staff will be made aware of how to identify and report signs and symptoms of Covid-19. In the event that symptoms begin during the program day for any party, the individual will be escorted wearing a mask to an isolation area where they will remain until they can be transported home at the earliest possibility. All staff will be instructed on how to immediately and confidentially inform a supervisor should symptoms present for themselves or any parties. Supervisors will be aware that they must contact the local health department and OPWDD about any suspected case. Any party experiencing symptoms will receive written instructions on requirements to return to program as well as healthcare and testing resources.

PARTICIPATION AND RETURN TO PROGRAM

Any party who tests positive for Covid-19 must immediately and confidentially inform their supervisor. Any party who tests positive for Covid-19 must obtain medical clearance from a healthcare professional allowing them to return to program and must adhere to OPWDD and NYS DOH guidance regarding quarantine and fever free duration.

B. Social Distancing Requirements:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing.
- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room.

- Potential use of physical barriers within site-based spaces.
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual's needs may require individual to staff distance to be less than six feet).
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel.
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows.
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces.
- Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies.
- Maintain a staffing plan to prevent employees who should need to "float" between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence).
- Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

Block Institute will ensure at least six feet of physical distance is maintained among individuals and staff throughout activities, unless safety conditions require a shorter distance or an individual's Life Plan/Staff Action Plan requires that closer contact be maintained with a staff member.

Group Room capacities will be determined by calculating the square footage of the room and how many people can be supported while maintaining 6 feet between them. Considerations will be made for an individual's ability to adhere to social distancing requirements when determining group room clusters and ratios. Capacities will be posted on the entrance of each room.

Independent staff tasks and breaks will always be staggered to maintain social distancing requirements. Desks will be arranged for seating 6 feet apart with floor marker designation.

Floor markers will designate desk locations to accommodate 6 feet of separation between each person supported.

Static groupings of staff and individuals will be maintained as much as possible by assigning individuals to a specific group room. Staffing patterns will be predetermined to ensure that staff will move within their cohort of group rooms only as needed due to unplanned staffing, behavioral, medical or other emergency programmatic needs. Individuals will be educated and supported to maintain their cohorts.

C. Gatherings in Enclosed Spaces

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group (≤ 15) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

Identify how you will ensure the above and any related strategies:

Block Institute will reduce program hours to 4 hours a day. This will allow and account for time needed to conduct screening, disinfecting and cleaning, and socially distanced transportation requirements as well as supporting minimized timeframe exposure and staggered schedules for staff and individuals as needed. Location of service may be adjusted as needed to ensure social distancing.

Group size will be limited to no more than fifteen (15) individuals receiving services not including employees/staff. Use of and congregation in common spaces will be limited to the greatest extent possible, and ratios will be maintained in cohorts whenever possible.

Group size will be limited to no more than fifteen (15) individuals receiving services not including employees/staff. Large group congregations outside of assigned programmatic ratios are prohibited. Break and lunch times will be staggered to ensure social distancing during mealtimes in the staff lounge or personal offices.

Communal/shared foods (i.e. buffets, shared take-out, etc.) will be prohibited.

Meals on-site will be limited to cold foods that do not require shared heating (i.e. microwave).

Disposable containers will be encouraged to the best degree possible. Reusable containers will be washed in sanitizing temperatures. The cafeteria will not be utilized. All snacks and drinks will be consumed in the group room.

Refrigerators, microwaves, and coffee makers will be limited in usage.

Only paper/disposable goods will be provided by the program.

Gloves will always be worn while assisting people with eating.

Surgical masks will be worn when assisting individuals heightens exposure to bodily fluids (toileting, excessive drooling, assisting with behavior, etc.).

D. Day Program Schedules and Activities

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual's activities to reduce density and allow for social distancing.

Identify how you will ensure the above and any related strategies:

Block Institute will reduce program hours to 4 hours a day. This will allow and account for time needed to conduct screening, disinfecting and cleaning, and socially distanced transportation requirements as well as supporting minimized exposure and staggered schedules for staff and individuals as needed.

Location of service may be adjusted as needed to ensure social distancing.

Activity groups will adhere to required guidance regarding size and social distancing. Activities that do not require the sharing of items will be maintained to the degree possible (mixing materials together, sharing craft/game pieces, etc.).

E. Personal Protective Equipment:

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, always while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated).
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing, disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

Identify how you will ensure the above and any related strategies:

Proper use of Personal Protective Equipment (PPE) will be practiced at all times, including in the community and in vehicles.

Masks will be worn at all times while providing services consistent with all current Executive Orders and OPWDD guidelines, unless medically contraindicated or otherwise identified in the individual's treatment plan.

Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable surgical masks that snugly cover both the mouth and nose. Neck-face gators will not be permitted.

Cloth, disposable, or other homemade face coverings will not be utilized when engaging in medical supports, ADLs, and mealtime supports and/or any supports where prolonged close contact with the likelihood of exposure to bodily fluids exists. In these circumstances a surgical mask will be worn. In the event of a substantial risk or occurrence of shared bodily fluids, a face shield and/or gown may be utilized based on circumstances.

Individuals receiving services must wear face coverings if they can medically tolerate one whenever social distancing cannot be achieved.

Staff will refrain from touching their face while wearing a mask and will educate and support individuals in this practice.

Available PPE will include Surgical Masks, Cloth Masks, and Gloves. N95 Masks, Gowns and Face Shields. Masks and gloves will be available in a centralized location upon request.

The agency will utilize a centralized inventory system and an inventory form to disseminate supplies. The Administrative Assistant to the Executive Director will manage this inventory system.

An ample supply of PPE (gloves and masks) and hand sanitizer to allow for both ongoing use and a reasonable amount of reserve will be maintained. PPE will be available in multiple stations throughout the facility.

All staff will be trained on proper use of PPE including donning, doffing, disposing and/or reusing and sanitizing when appropriate. [This will be documented via Paycom.]

Gloves will be changed, and hands washed or sanitized in between contact with each individual. When removing personal protective equipment:

1. Remove and dispose of gloves
2. Immediately clean your hands with soap and water or alcohol-based hand sanitizer
3. Remove and dispose of facemask
4. Immediately clean your hands again with soap and water or alcohol-based hand sanitizer

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations at each location to include:
 - Handwashing: soap, running warm water, and disposable paper towels.
 - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected.
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.
- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement the following minimum standards regarding cleaning and sanitizing:
 - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces.
 - Use of only EPA registered products for disinfecting non-porous surfaces.
 - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
 - Ensure adequate ventilation to prevent inhaling toxic fumes.
 - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
 - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse.
 - Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
 - Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
 - PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
 - Provide ventilation with outside air safely and when possible.
- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

Staff and Individuals on site will utilize vigorous and frequent handwashing and hand sanitizing during their time in the building, following CDC recommended guidelines.

When washing stations are unavailable, staff/individuals will use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of their hands and rubbing them together until they feel dry. Shaking hands, hugging, patting on the back, etc. will be avoided. Touching of eyes, nose and mouth will be avoided

Cough/sneezes will be made in the crook of one's arm. Individuals will be educated and supported to practice this.

Gloves will be utilized when preparing food. Sharing of personal items will be avoided.

Staff will have access to EPA-approved disinfectant cleaner and paper towels in each classroom and at designated locations throughout the facility. Additional supplies should be requested through a Program Director.

Staff will disinfect hard surfaces, doorknobs, and keyboards in their work area with Clorox wipes or other approved disinfectant wipes/alcohol wipes.

Regular cleaning and sanitizing by Block Facilities Department will be done each morning prior to start of the day, during the day as needed, and at end of day. Deep cleaning will be provided as circumstances warrant.

PPE disposal receptacles will be set up throughout the facility for PPE disposal.

All cleaning protocols must be documented in a cleaning protocol log posted outside of each room/office.

G. Transportation

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- **Ensure only individuals and staff traveling to and from the same day program be transported together; individuals or staff from other day programs should not be intermingled for purposes of transportation at this time; individuals transported together are encouraged to be cohorted for purposes for day programming also, in order to reduce further intermingling.**
- **Reduce capacity on buses, vans, and other vehicles transporting individuals from multiple residences to 50% of total capacity.**
- **Individuals and staff who reside/work together in the same home may be transported together to day program(s) in the same vehicle without a vehicle capacity reduction.**
- **As possible, stagger arrival and departure times to reduce entry and exit density.**
- **To the extent possible, restrict close contact of individuals and staff from different households by not sitting near each other or the driver.**
- **If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.**

- **Ensure staff and the driver always wear face coverings in the vehicle. Social distancing must be maintained for individuals who cannot tolerate wearing a mask and, when possible, such individuals should be transported alone or with members of the same household. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.**
- After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and
- Where appropriate and safe, roll windows down to permit air flow.

Identify how you will ensure the above and any related strategies:

Block Institute will utilize both agency vehicles and a transportation vendor to transport individuals to and from day program. To prevent/minimize spread of COVID-19 the following precautions will be implemented:

- **Only individuals and staff traveling to and from the same day program be transported together.**
- **Vehicle capacity will be capped at 50% unless the passengers are all travelling from the same home.**
- **Health Screening will occur upon and outside of entrance to the vehicle to prevent crowding at the program site entrance. Any individual who displays signs of COVID19 or COVID19 exposure will not be granted entry to the vehicle. They should be directed to remain home and seek medical attention.**
- **To the extent possible social distancing will be implemented in the vehicle by not seating individuals together or near the driver unless they are travelling from the same home.**
- **Staff and the driver will wear face coverings at all times while in the vehicle. Individuals will be encouraged to wear masks and social distance when this is not possible.**
- **After each trip is completed, the driver will clean and disinfect the interior of the vehicle before additional individuals are transported. This will be logged and maintained.**
- **The recycled air setting will not be utilized in the air conditioner.**

H. Tracing and Tracking

- Notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.
- If a staff or visitor test positive, procedures for day service cooperation with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

Identify how you will ensure the above and any related strategies:

All visitors/employees/individuals will be screened, isolated, and/or required to depart the premises if applicable per OPWDD Reopening Guidelines.

Visitor Logs will be maintained at each classroom entrance, vehicle, and office to ensure appropriate contact tracing when needed.

In the case of a staff, individual or visitor tests positive, the Program Director or Designee will

immediately notify the Local Health Department, Justice Center, and OPWDD. The Program will cooperate with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the staff began experiencing COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality will be maintained as required by federal and state law and regulations.

If a staff has had close contact with a person with COVID-19 for a prolonged period of time and is NOT symptomatic, and the inability to temporarily furlough that employee would cause a hardship to the employer/program, the staff should notify the day program and adhere to the following practices prior to and during their work shift, which should be documented by the day program:

1. Regular monitoring: As long as the staff does not have a temperature or symptoms, they should self-monitor consistent with the day program's health policies.
2. Wear a mask: The staff should wear a surgical face mask at all times while in the day program.
3. Social distance: staff should continue social distancing practices, including maintaining, at least, six feet distance from others.
4. Disinfect and clean facility spaces: Continue to clean and disinfect all areas such as offices, bathrooms, classrooms, common areas, and shared electronic equipment routinely.

In the event an individual, staff or anyone they reside with are placed on quarantine or isolation, the responsible party (i.e. self, guardian, residence manager etc.) must notify the day program immediately and must suspend attending day program until they are medically cleared to return to work/program. Any individual or staff exhibiting signs or symptoms of COVID-19 upon arrival will not be allowed to enter the program building. They will be required to return home until they are fever free for 72 hours without the use of fever-reducing medications (e.g. Advil, Tylenol).

