

From: [Tamika Cox](#)
To: [Court Of Appeals Filings](#); legal@dew.sc.gov; [Robin Coleman](#)
Subject: Fwd: COVID-19 Questions and Essential Personnel Letter
Date: Thursday, November 19, 2020 3:58:12 PM
Attachments: [Essential Personnel Card South Carolina.docx](#)

----- Forwarded message -----

From: **Terri Carter** <tcarter@ucpga.org>
Date: Wed, Mar 25, 2020 at 6:30 PM
Subject: COVID-19 Questions and Essential Personnel Letter
To: Terri Carter <tcarter@ucpga.org>

Please see the FAQ's that answer many questions related to our COVID-19 answers. Also, attached is a copy of the letter which designates our workforce as "Essential Personnel". Copies of this letter will be available for distribution at your location. Please contact your supervisor for a hard copy.

If you have any questions, please let us know.

Thank you for all that you do!

UCPGA and UCPSC COVID-19 FAQs

- **What is UCP doing to protect employees from contracting the Coronavirus while working in the homes and in the buildings?**
 - We take the health and safety of the people we support and our employees extremely seriously, so a comprehensive response to the COVID-19 outbreak is currently our top priority. We are constantly reviewing guidance from the CDC and other public health experts on the most effective ways to remain safe during the COVID-19 outbreak. Using that information along with internal conversations with key team members, we've implemented a proactive response for all employees on preventing community spread of this contagious virus. Here are some of the proactive steps we are taking:
 - Our administrative offices and day programs are closed, but agency operations continue. Administrative staff will be actively working remotely from home, and community living support services in UCP homes will continue (with alternate staff schedules in some cases). We will reassess in weekly increments to determine when it is safe to reopen.
 - We are monitoring the wellness of the people we support in community

living situations very closely, including identification of those whom the CDC deems at high risk due to age or existing medical condition. We have temporarily ceased travel and community activities for everyone we support and are strictly limiting visitors in order to minimize risk of infection.

- We have implemented a new cleaning protocol in addition to our daily cleaning regimen which includes frequent disinfecting of shared surfaces and frequently touched surfaces (such as light switches, door handles, faucets, etc.) in all UCP homes.
- We are reemphasizing the importance of observing Universal Precautions and frequent, thorough hand washing to staff and those we support.
- We are closely tracking incidences of employee illness to confirm they have access to care and will remain away from work until they are well.

- **If I am sick, and do not report, do I need to bring a doctor's note? Would I need to bring a doctor's note clearing me to return?**

- If an employee calls in sick to work, they must also contact their doctor. In order to return to work, the employee must be fever free for 72 hours **AND** email HR stating that their doctor has cleared them to return to work. They must specify who they spoke with at the doctor's office, the doctor's name, and the doctor's phone number. The employee may be asked to provide authorization for a member of UCP's HR or senior leadership staff to contact their healthcare provider directly.

- **Will I receive a coaching if I do not report to work?**

- You will not face disciplinary action for being unable to work, but we do ask that you communicate with your supervisor and give them as much notice of your absence as possible.

- **What if I am not sick, but I am afraid that I can contract the Coronavirus because I am in a high-risk category. Would I need to resign? Will my job be available when conditions improve?**

- If you are not sick but you choose not to work, you may take PLT. If you run out of paid leave or do not have paid leave, you may take leave without pay without penalty. We do ask that you communicate with your supervisor and give them as much notice of your absence as possible.

- **What if I am concerned because I live with someone in a high-risk population?**

- If you are not sick but you choose not to work, you may take PLT. If you run out of paid leave or do not have paid leave, you may take leave without pay without

penalty. We do ask that you communicate with your supervisor and give them as much notice of your absence as possible.

- **I only have a few hours of PLT (or no PLT). Is there any way to get paid for my time off?**
 - Executive Leadership is working on revising policy to better address this situation and will adhere to all applicable federal legislation. In the meantime, if you are unable to work and have no PLT, please contact your HR Director (Terri Carter in Georgia tcarter@ucpga.org or Kionia Ryant in South Carolina kryant@ucpsc.org).

- **Can I apply for Unemployment insurance if I am unable to work for a period of time?**
 - Please contact the Department of Labor for more information on what circumstances qualify for unemployment and how to apply.

- **Where can I get information about UCP's plans for Coronavirus?**
 - You can find information on our websites in the news section at ucpga.org and ucpsc.org, as well as on PolicyStat (Special COVID-19 Workplace Policy Guidance).

- **I am scheduled to take a CPR/FA, CPI, Doc Refresher class? Are those being held? Will I be removed from the schedule if a refresher is not scheduled in time?**
 - At this time, all refresher courses have been cancelled **with the exception of CPR and First Aid. CPR and First Aid refresher courses will continue to occur.** Our training department is working on scheduling these classes and will contact applicable staff members. You will not be removed from the schedule if your CPI or documentation training expires.

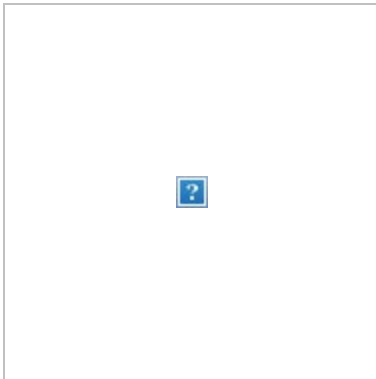
- **If my managers/supervisor cannot answer my question, to whom should I reach out?**
 - Residential staff should reach out to Rachel Sharp in South Carolina and Kevin Walton in Georgia. Day program staff should reach out to Jocelin Jenkins in South Carolina and Stephanie Montwid in Georgia. All other departments' employees should reach out to the appropriate executive staff member if their supervisor cannot answer their questions (Brad Beasley, Angela Easter, Laura Heise, Kevin Walton, or Jonessa Alexander). You may also contact your state's HR Director (Kionia Ryant or Terri Carter).

- **I currently have physical restrictions and cannot work without reasonable**

accommodations. Will I be allowed to work light duty in a residential home?

- Unfortunately, we are unable to provide light duty assignments at this time. Please contact your state's HR Director for further guidance.

If you have any questions, please let me know.



Terri F. Carter

Director

Human Resources/Training

United Cerebral Palsy of Georgia

p: 770-676-2000 m: 404-314-8361

w: ucpga.org

