

From: [Tamika Cox](#)
To: [Robin Coleman](#); legal@dew.sc.gov; [Court Of Appeals Filings](#)
Subject: Fwd: COVID-19 Questions and Essential Personnel Letter
Date: Thursday, November 19, 2020 3:58:25 PM
Attachments: [image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[Essential Personnel Card South Carolina.docx](#)
[reply brief.pdf](#)

PREMIER SPINAL HEALTH
7801 St. Andrews Rd.
Irmo, SC 29063
(803) 587-1893

Tamika Howard
D.O.B.: 04/08/1975
Gender: Female
Age: 44

February 14th, 2020

To Whom It May Concern;

Please excuse Tamika Howard from lifting over 30 pounds, excessive standing, excessive extension, excessive bending and lifting for the next 3 months. The patient was recently in an auto accident and is currently being treated in our office for radicular pain and nerve associated pain surrounding the cervical and lumbar spine. She is currently on a weekly treatment schedule and has been prescribed various medications for her current condition. X-ray results have been determined by the Radiologist that Mrs. Howard has severe cervical arthritis that lifting and transporting patients may aggravate. If you have any questions regarding Mrs. Howard's condition, please contact our office at (803) 587-1893.

Sincerely,

Dr. Danielle Motley-Jennings

Claim # 10531143

----- 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



9/22/2020

Patient Portal - health > care summaries

Palmetto Health USC Orthopedic Center • 100 Palmetto Health Pkwy, COLUMBIA SC 29212-1756
HOWARD, TAMIKA (id #397741, dob: 04/08/1975)

Reminders Provider

Surgeries None recorded.

Imaging None recorded.

Current Medications

Your medical record indicates you are on the following medicine. If this list is not consistent with the medications you are currently taking, or if you are taking additional over-the-counter medicines, please inform your provider.

Name	Prescribed Date	Start Date
tramadol 50 mg tablet		

Medications Administered

None recorded.

Vitals

Height	Weight	BMI	Blood Pressure	Heart Rate	Body Surface Area	Pain Scale Type	Pain Scale
5 ft 5 in	191.2 lbs	31.8 kg/m ²	153/98 mm(Hg)	71	1.99 m ²	Numeric	10

Results

Lab Results

None recorded.

Allergies

Please review your allergy list for accuracy. Contact your provider if this list needs to be updated.

Code	Code System	Name	Reaction	Severity	Onset
NKDA					

Problems

None recorded.

Procedures

Notes: Patient indicated no previous surgeries on (09/12/2020)

Vaccine List

Here is a copy of your most up-to-date vaccination list.

None recorded.

Tobacco Smoking Status

Tobacco Smoking Status Former Smoker (1 PPW)

Past Encounters

LMC IRMO IDTF

LMC Irmo - Radiology
7035 St Andrews Rd
Columbia SC 29212-1177
PHONE: 803-407-4100

PATIENT NAME: **Howard, Tamika** MRN: M003148126

AGE: 44 year old INTERPRETING PROVIDER: Davis, Clarence Sylvester, MD
DOB: 4/8/1975 ADMITTING PROVIDER:
SEX: Female ORDERING PROVIDER: Hewett, Trista L
HAR: 500138165 ORDERING PROVIDER ADDRESS: 7037 St. Andrews Road
PATIENT CLASS: Outpatient Columbia SC 29212
CC PROVIDER:

STUDY TYPE: XR Lumbar Spine AP Lateral and Obliques
DATE OF EXAM: 1/13/2020 12:40 PM
REPORT STATUS: Final

XR Lumbar Spine AP Lateral and Obliques

CLINICAL DATA: Low back pain

COMPARISON: None

TECHNIQUE: Frontal, lateral, and bilateral oblique radiographs of the lumbar spine were performed with additional coned down lateral radiograph of L5-S1.

FINDINGS: Normal alignment of the lumbar spine. Disc spaces are well-maintained. The facets are within normal limits. There is a normal lumbar lordosis. No evidence of fracture.

IMPRESSION:
Unremarkable lumbar spine.

Electronically Signed By: Clarence Sylvester Davis, MD on 1/13/2020 12:56 PM

Howard, Tamika (M003148126)
Exam: XR Lumbar Spine AP Lateral and Obliques (ACC #0002819688)
Exam Date: 1/13/20

REPORT STATUS: Final
If report is in transcription/preliminary status it is a DRAFT report for ALL pages

LMC IRMO IDTF

LMC Irmo - Radiology
7035 St Andrews Rd
Columbia SC 29212-1177
PHONE: 803-407-4100

PATIENT NAME: **Howard, Tamika** MRN: M003148126

AGE: 44 year old INTERPRETING PROVIDER: Davis, Clarence Sylvester, MD
DOB: 4/8/1975 ADMITTING PROVIDER:
SEX: Female ORDERING PROVIDER: Hewett, Trista L
HAR: 500138165 ORDERING PROVIDER ADDRESS: 7037 St. Andrews Road
PATIENT CLASS: Outpatient Columbia SC 29212
CC PROVIDER:

STUDY TYPE: XR Cervical Spine AP Lateral and Obliques (Pain Series)
DATE OF EXAM: 1/13/2020 12:35 PM
REPORT STATUS: Final

XR Cervical Spine AP Lateral and Obliques (Pain Series)

CLINICAL DATA: Neck pain

COMPARISON: None

TECHNIQUES: Radiographic examination of the cervical spine includes AP, lateral, and bilateral oblique views.

FINDINGS: There is slight reversal normal cervical lordotic curve likely due to muscle spasm. The vertebral body heights are well-maintained. There is disc space narrowing at C5-6 and C6-7 with secondary spondylosis deformans.

IMPRESSION:
Degenerative disc disease with secondary spondylosis deformans at C5-6 and C6-7. No acute findings.

Electronically Signed By: Clarence Sylvester Davis, MD on 1/13/2020 12:57 PM

Howard, Tamika (M003148126)
Exam: XR Cervical Spine AP Lateral and Obliques (Pain Series) (ACC #0002819687)
Exam Date: 1/13/20

REPORT STATUS: Final
If report is in transcription/preliminary status it is a DRAFT report for ALL pages

PATIENT NAME: Howard, Tamika
DOB: 04/08/1975
EXAM: MR-Lumbar Spine without contrast
EXAM DATE: 03/11/2020
2. Facet hypertrophy
3. Epidural lipomatosis

Robin Daum Kowalski, MD
(877) 527-9375

*** THIS IS AN ELECTRONICALLY VERIFIED REPORT ***
3/12/2020 8:47 AM: Robin Daum Kowalski, MD

RD:rdk
DD: 03/12/2020 08:45 am
DT: 03/12/2020 08:47 am
Accession #: 08-3907005

Radiology

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Palmetto Imaging - brno
1 Wellness Boulevard Suite 800, Brno, SC 29682
p. 803.256.7646 f. 803.752.2882

PATIENT NAME: Howard, Tamika
DOB: 04/08/1975
MRN: 08-1659831
PHONE: 803-665-6991
PHYSICIAN: Danielle Motley Jennings, DC
EXAM DATE: 03/11/2020

EXAM: MR-Lumbar Spine without contrast

REASON FOR EXAM: MS4.16 - Radiculopathy, lumbar region

ADDITIONAL HISTORY: Back pain

TECHNIQUE: The following sequences were obtained on a Hitachi 1.2 Tesla magnet: Coronal T2, Sagittal T1, sagittal T2 with and without fat saturation, axial T1 and T2.

COMPARISON: None

FINDINGS: The marrow appears normal. No soft tissue paraspinous masses are seen. The conus is seen at L1. No soft tissue paraspinous masses are seen. There is incidental note of a uterine fibroid.

At L1-2, the disc is well maintained.

At L2-3, the disc is well maintained.

At L3-4, the disc is well maintained. There is mild facet hypertrophy with hypertrophy of ligamentum flavum right greater than left. There is no nerve root impingement.

At L4-5, the disc is well maintained. There is facet hypertrophy with hypertrophy of ligamentum flavum. There is epidural lipomatosis.

At L5-S1, there is disc desiccation. There is a central annular tear. There is no stenosis. There is epidural lipomatosis.

IMPRESSION:
1. Annular tear L5-S1

Radiology

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PATIENT NAME: Howard, Tamika
DOB: 04/08/1975
EXAM: MR-Cervical Spine without contrast
EXAM DATE: 03/11/2020

IMPRESSION: Disc disease with stenosis C5-6 and C6-7 as described above

Robin Daum Kowalski, MD
(877) 527-9375

*** THIS IS AN ELECTRONICALLY VERIFIED REPORT ***
3/12/2020 8:50 AM: Robin Daum Kowalski, MD

RD:dk
DD: 03/12/2020 08:48 am
DT: 03/12/2020 08:50 am
Accession #: 08-3907006

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Radiology

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Palmetto Imaging - Imo
1 Wellness Boulevard, Suite 300, Imo, SC 29063
p 803.266.7646 f 803.722.2982

PATIENT NAME: Howard, Tamika
DOB: 04/08/1975
MRN: 08-1659531
PHONE: 803-465-0991
PHYSICIAN: Danielle Motley Jennings, DC
EXAM DATE: 03/11/2020

EXAM: MR-Cervical Spine without contrast

REASON FOR EXAM: MS4.12 - Radiculopathy, cervical region

ADDITIONAL HISTORY: Neck pain

TECHNIQUE: The following sequences were performed on a 1.2 Tesla Hitachi magnet: Coronal T2, Sagittal T1, sagittal T2, T2 fat sat, axial gradient and T2.

COMPARISON: None.

FINDINGS: There is no tonsillar ectopia. There is no traumatic or pathologic marrow. No soft tissue paraspinal masses are seen

At C2-3, there is a small annular tear without stenosis

At C3-4, there is a small right paracentral annular tear without stenosis

At C4-5, the disc is well maintained

At C5-6, there is marked loss of disc height and signal with diffuse bulging of the disc with neural foraminal stenosis bilaterally

At C6-7, there is diffuse bulging of the disc eccentric towards the left with neural foraminal stenosis left greater than right

At C7-T1, the disc is well maintained

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Radiology

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SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protection because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.16(a)(3), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached:

SECTION II: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefits of FMLA protection. 29 U.S.C. § 2613; 29 C.F.R. § 825.305(b). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: TAMILA E. HOWARD
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "intermittent," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: Dr. Danielle Jennings, 7861 St. Andrews Rd, St. Andrews, SC 29463

Type of practice / Medical specialty: Premier Spinal Care

Telephone: (803) 587-1893 Fax: (803) 587-1893

