

Attachment A-1: Personnel Screening Form

Last updated: January 20, 2021

Personnel at businesses and other entities operating during the COVID-19 pandemic MUST answer these questions before starting work every day, either in person or online, and MUST stay out of work for the appropriate amount of time if they answer YES to any of the questions. For information about paid sick leave options, visit www.sfgov.org/olse and www.sfcddcp.org/workerfaq.

If your answer is **YES to any question, do NOT enter the location.**



- **Stay at home**, except to get tested or get needed medical care.
- **Follow the steps mandated by Health Directive 2020-02/03 and explained at:** www.sfcddcp.org/isolationandquarantine

Question #1: In the last 24 hours, including today, have you had ANY of the symptoms below, that is new or not explained by another condition?

Fever (100.4°F/38°C or greater), chills, shivering	Feeling unusually weak or fatigued	Diarrhea
Cough	Loss of taste or smell	Runny or congested nose
Sore throat	Muscle or body aches	Nausea or vomiting
Shortness of breath, difficulty breathing	Headache	

Question #2: In the past 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period?

If you have recovered from COVID-19 in the last three months, speak to your healthcare provider.

Quick overview of what to do and the earliest personnel may return to work, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	GET TESTED. Without a test, the Business must treat you as being positive for COVID-19 and prohibit you from entering for at least 10 calendar days.
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to work: <ul style="list-style-type: none"> • 10 days after first onset of symptoms, AND • You have improvement of symptoms, AND • You have had no fever for over 24 hours without taking fever-reducing medicine
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to work 10 days after the day your COVID-19 test was collected as long as you have no symptoms.
“Close contact” with anyone with COVID-19 during their contagious period (answered YES to Question 3)	GET TESTED, ideally 6 days or more after your last contact with the person with COVID-19. You can return to work 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none"> • Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR • You develop symptoms (GET TESTED if you develop symptoms) OR • You work in a jail, long term care facility, shelter, or dormitory (you cannot return to work until 14 days after your last close contact—check with your employer whether there are staffing shortages that may change this duration)

“Close contact” means having any of following interactions with someone with COVID-19 while they were contagious (they are contagious 48 hours before their symptoms began until at least 10 days after the start of symptoms). If the person with COVID-19 never had symptoms, they are contagious 48 hours before their COVID-19 test was collected until 10 days after they were tested.

- Within 6 feet of them for a total of 15 minutes or more in a 24-hour period
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Living or staying overnight with them
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Businesses have specific requirements to ensure Personnel stay out of work the appropriate amount of time. Some businesses may have additional screening requirements or forms to use. Go to www.sfcddcp.org/screen for more information on those requirements and a copy of this form. To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including not screening workers, letting sick workers stay at work, not social distancing or not requiring facemasks, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.