



Businesses and other entities operating during the COVID-19 pandemic may use this optional Personnel screening form as part of their plan to screen Personnel for COVID-19 symptoms. Personnel **MUST** stay out of work for the appropriate amount of time if they answer YES to any of the questions.

If you answer YES to any of the screening questions, 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.sfgdcp.org/isolationandquarantine

Note: If you have recovered from COVID-19 in the last three months, speak with your health provider to determine whether you should stay home from work, regardless of how you answer the screening questions.

Regardless of vaccination or previous COVID-19, [Cal/OSHA ETS](http://Cal/OSHA.ETS) may require staying out of work longer if Close Contact* was in the workplace.

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: If you are NOT fully vaccinated, in the past 10-14 days, have you had “close contact” * with anyone who has COVID-19, during their contagious period? (If you are fully vaccinated against COVID-19, see www.sfgdcp.org/quarantineaftervaccination for further instructions.)**

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)	If you are NOT fully vaccinated** against COVID-19: 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 days. If it has been at least 2 weeks since you completed your COVID-19 vaccination: Talk to a healthcare provider to determine when you can return to work and if you need a COVID-19 test.
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)	If you are not fully vaccinated**, 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 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) If you are fully vaccinated, you do not need to quarantine after a close contact unless you develop symptoms. You may also not need to get tested. More instructions are available here: www.sfgdcp.org/quarantineaftervaccination .

**“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
- 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
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)

** People are considered fully vaccinated for COVID-19 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

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 sfgdcp.org/screen for more information on those requirements and a copy of this form. For information about paid sick leave options, visit sfgov.org/olse or sfgdcp.org/workerfaq. To report a violation of San Francisco COVID-19 [health orders](#) and [directives](#) 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.