



**Attachment A-2: Screening Form for Non-Personnel**

**Last updated: March 23, 2021**

To businesses, organizations, and programs: This form is for screening clients, customers and other visitors before letting them enter your facility. Health Officer Directives may have additional requirements regarding screening in a specific context. The San Francisco Department of Public Health discourages you from denying core essential services (such as food, medicine, shelter, or social services) to people who answer “yes” to any of the questions below. You are encouraged to find alternative ways to meet clients’ needs that do not require them to enter your location, such as curbside pickup or delivery services. This form is available at [www.sfgdcp.org/screen](http://www.sfgdcp.org/screen).

**Screening Questions and Information for Non-Personnel:**

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:** [sfgdcp.org/isolationandquarantine](http://sfgdcp.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?** (Note: Children and youth under 18 years old do not need to be screened for \*these symptoms.)

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

**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?** (Please note: If you have received the COVID-19 vaccine, see [www.sfgdcp.org/quarantineaftervaccination](http://www.sfgdcp.org/quarantineaftervaccination). If you do not need to quarantine based on what is explained there, for the purposes of this screening form, you may answer “No” to this question.)

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 you may enter a location, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	<b>If you are NOT COVID-19 vaccinated:</b> GET TESTED. Without a test, the location must treat you as being positive for COVID-19 and require you to stay out for at least 10 calendar days. <b>If it has been at least 2 weeks since you completed your COVID-19 vaccination:</b> Talk to a healthcare provider to determine if you need a COVID-19 test and when you can be around others and enter this location
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to the location: <ul style="list-style-type: none"> <li>• 10 days after first onset of symptoms, AND</li> <li>• You have improvement of symptoms, AND</li> <li>• You have had no fever for over 24 hours without taking fever-reducing medicine</li> </ul>
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to the location 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 the location 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none"> <li>• Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR</li> <li>• You develop symptoms (GET TESTED if you develop symptoms)</li> </ul>

“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 direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Your health is important! To report a violation of San Francisco COVID-19 health orders and directives ([www.sfdph.org/healthorders](http://www.sfdph.org/healthorders)), including not screening visitors, letting sick visitors enter a location, 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.