This handout is for use by anyone who is screening non-personnel individuals (such as clients, visitors, etc.) prior to entry into a location or business. **SFDPH discourages anyone from denying core essential services (such as food, medicine, shelter, or social services) to those who may answer “yes” to any of the questions below and encourages people to find alternative means to meet clients’ needs that would not require them to enter the location.** Health Officer Directives may provide additional requirements regarding screening in a specific context.

Go to [www.sfcdcp.org/businesses](http://www.sfcdcp.org/businesses) for more information or a copy of this form. Screening forms for personnel can be found at [www.sfcdcp.org/screening-handout](http://www.sfcdcp.org/screening-handout).

**Part 1 – Please answer the following questions before entering this location.**

1. In the last 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

2. In the past 14 days, have you had “Close Contact” with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious†?

   † “Close Contact” means you had any of the following types of contact with the person with COVID-19 while they were contagious‡:
   
   - Lived or stayed overnight with them
   - Was their intimate sex partner
   - Took care of them or they took care of you
   - Stayed within 6 feet of them for more than 15 minutes
   - Exposed to direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you) while you were not wearing a face mask, gown, and gloves

   ‡ Contagiousness: People with COVID-19 are considered contagious starting 48 hours before their symptoms began until 1) they haven’t had a fever for at least 24 hours, 2) their symptoms have improved, AND 3) at least 10 days have passed since their symptoms began. If the person with COVID-19 never had symptoms, then they are considered contagious starting 48 hours before their test that confirmed they have COVID-19 until 10 days after the date of that test.

3. Have you had one or more of these symptoms today or within the past 24 hours which is **new or not explained by another condition**?

   - Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering
   - Cough
   - Sore throat
   - Shortness of breath, difficulty breathing
   - Feeling unusually weak or fatigued
   - Loss of taste or smell
   - Muscle or body aches
   - Headache
   - Runny or congested nose
   - Diarrhea
   - Nausea or vomiting

If you answer “YES” to ANY of these 3 questions, do **not** enter the location and follow the steps listed in **Part 2** below. If you are seeking core essential services (such as food, medicine, shelter, or social services), work with the organization to determine how you can receive services these services without entering the building.

**Part 2 –**

- **If you answered YES to Question 1 or Question 2:**
  - Do not leave your home to the extent possible until the Isolation or Quarantine Steps tell you it is safe to do so!
  - If you need help with essential services like food, housing, or other needs while you are isolating or quarantining, call 3-1-1.

- **If you answered YES to Question 3:** You may have COVID-19 and to keep others safe, you should isolate until you know whether you have COVID-19. Follow these steps:
  1. Follow the instructions at: [www.sfcdcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcdcp.org/Home-Isolation-Quarantine-Guidelines)
  2. GET TESTED! If you have insurance, contact your healthcare provider to get tested for COVID-19. If you do not have insurance, you can sign up for free testing at CityTestSF ([https://sf.gov/citytestsf](https://sf.gov/citytestsf)).
  - Follow the instructions in [www.sfcdcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcdcp.org/Home-Isolation-Quarantine-Guidelines) to determine next steps depending on your test result.

**Please note:** Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. **Those over the age of 6 months are strongly encouraged to get a flu shot.** Find out how to get one at [www.sfcdcp.org/flu](http://www.sfcdcp.org/flu).