



Requirements for Conducting Health Screenings for Employees

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March 2, 2021 Revision Note: *This update adopts the February 23, 2021 RESCISSION OF ORDER OF THE HEALTH OFFICER No. C19-17 AND ADOPTION OF TRAVEL ADVISORY that formerly required individuals to quarantine for 10 days when they traveled outside the 9 bay area counties. While quarantine is no longer required, the Health Officer strongly recommends that employees observe the quarantine where possible. A link to the Health Order is listed at the end of this document under "Resources".*

March 19, 2021 Revision Note: *This revision reflects the recent update to the Centers for Disease Control Guidance adopted by the SF Department of Public Health on "close contact" quarantine requirements for individuals who are 14 days post vaccination for 1-dose vaccines or 14 days after their second dose for 2-dose vaccines. These individuals no longer need to quarantine. Does not apply to those in congregate/jail settings who still quarantine for 14 days. The changes are reflected in the Health Screening Questions. Additional language has been added to affirm that departments may not inquire an employee to divulge their vaccination status, which is private health information.*

May 4, 2021 Revision Note: *This revision reflects the update from the San Francisco Department of Public Health for the cessation of onsite point-of-entry temperature screenings except in specified settings that have industry-specific regulations. All employees are still required to submit to daily health screenings, though onsite temperature evaluation is not needed. Employees are encouraged to self-screen at home whenever possible before arriving at worksite.*

All City departments must adopt and follow the requirements for conducting health screenings, as outlined below, unless a department adopts a more rigorous screening process, pursuant to health guidance.

City employees who report to a City worksite or work in the field must be free from symptoms of COVID-19 infection to prevent further spread of the virus. Symptoms of COVID-19 include fever at or above 100.4 F (38.0C), chills, sweats, cough, shortness of breath, sore throat, persistent sneezing or runny nose different from allergies, difficulty breathing, fatigue, body aches, headache, new loss of smell or taste, nausea, vomiting or diarrhea. Employees must self-monitor for any symptoms on a daily basis and should continue to engage in regular handwashing, cover all coughs, wear facial coverings, and regularly clean their work areas.

Departments must require employees to certify they are free of COVID-19 symptoms before reporting to the workplace each day by reviewing and completing a symptom checklist. Whenever

feasible, departments should instruct employees to complete their self-screen and certification at home, before reporting to work, using their own thermometer, if available.

In addition to requiring employee self-screening and certification, a subset of departments and positions with particular exposure risk will conduct on-site temperature screenings before each work shift. This is in keeping with CDC guidelines.

Confidentiality of the Screening Process and Results

Information obtained from an employee in response to health screenings, including a person's vaccination status, is confidential medical information; therefore, departments should determine only whether an employee has "passed" or was "kept/sent home" after the screening. Departments must not retain screening records or disclose screening results.

Employee Refusal to Participate in Screening

Screening and self-certification is mandatory. Departments should provide advance notice to employees that failure to participate in screening may subject them to discipline as described below. Managers should explain to reluctant employees that screening is vital to protect all employees (including the employee reluctant to participate in screening) from possible COVID-19 infection. In addition, because local, State, and Federal health authorities have acknowledged community spread of the virus that causes COVID-19, employers are legally permitted to conduct health screenings.

Employees who refuse to participate in the screening will not be allowed to enter the workplace.

Departments will give that employee a specific notice explaining these mandatory safety requirements, which are essential employment conditions during this pandemic. Should the employee continue to refuse, they may be sent home on accrued leave, other than sick leave (except for any time spent in the workplace prior to the screening). The City will proceed with discipline up to and including **termination of employment for employees who refuse to comply with the requirement a second time.**

Below is a sample, pre-approved procedure departments may use for screening. Departments must ensure that all employees entering the location are subject to the same screening procedure.

Screening

Screening consists of asking questions (or using a questionnaire) either before the employee's arrival at the workplace or when the employee first enters the worksite. Where feasible, departments should offer employees the opportunity to complete a questionnaire (online or by other method) before reporting to the worksite. This will allow employees who are experiencing symptoms to remain isolated. Employees may take their own temperature at home using their personal thermometer, if available. But if the employee's department or position involves an on-site temperature check, a self-check at home does not excuse complying with the on-site screening. The symptom checklist and screening questions may change based on public health guidance.

If the question-phase of screening is conducted at the worksite, screening should be performed, if possible, in a private location outside of the building, but in an area protected from weather and wind. Employees must complete a written form or answer questions orally and adhere to physical distancing guidelines during the process.

Departments must ask employees the following questions:

1. Do you currently have or have you in the past 24 hours had any one of the following symptoms which is new or not explained by another reason: fever at or above 100.4°F (38°C), chills, cough, shortness of breath, difficulty breathing, sore throat, unusual weakness or fatigue, loss of smell or taste, muscle aches, headache, runny nose different from your allergies, nausea, vomiting, or diarrhea?
2. Have you had a COVID-19 “close contact” that would require you to quarantine? To help you answer this question:
 - A “close contact” with a person confirmed to have COVID-19 includes persons in your home, sex partners including only kissing, or people who you take care of or who take care of you. It also includes people who were within 6 feet of you for more than 15 minutes total in a 24-hour period, whether or not they were wearing a face covering, or with whom you had contact with their body fluids or secretions.
 - If it is at least 14 days after you have received your final dose of a COVID-19 vaccine, you do not need to quarantine after a “close contact” unless you work in a congregate or jail setting.
3. Within the past 10 days, have you been diagnosed or tested positive for COVID-19?

If the employee answers all of these questions with a “no”, then the employee may enter the worksite unless subject to additional on-site temperature screening as described in the section below.

If the employee answers any of these questions with a “yes,” then the department should send the employee home. The employee should be advised to notify their supervisor, to monitor their symptoms, and to contact their own healthcare provider. Departments should instruct employees that they cannot return to the worksite until they have complied with the department’s return-to-work protocol for returning COVID-19 positive or assumed positive employees. **Employees may also contact the City’s Nurse Triage Line at 855-850-2249.**

DPOs should contact their DHR Client Services Representative to assist if there are questions. Further consultation can be directed to Dr. Fiona Wilson (fiona.wilson@sfgov.org) or Peggy Sugarman (peggy.sugarman@sfgov.org).

Temperature Screening

On site temperature screening is not needed unless required by industry specific regulations.

Resources:

Fully Vaccinated Guidance: www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html#anchor_1615135598178

Health Order Travel Quarantine Rescinded 2/23/2021:

<https://www.sfdph.org/dph/alerts/files/Order-C19-17-Surge-Related-Travel-Quarantine.pdf>

Home Isolation and Quarantine: <https://www.sfdph.org/dph/alerts/covid-guidance/Guidance-Isolation-and-Quarantine.pdf>

Travel Order FAQ updated 12/21/2020: <https://www.sfdph.org/dph/alerts/coronavirus-FAQ.asp>

Screening Guidance link <https://www.sfdph.org/dph/alerts/files/C19-07-Personnel-Screening-Attachment-A-1.pdf>

Information for City workers on testing: <https://sf.gov/get-tested-covid-19-citytestsf>