

**City and County of San Francisco Health Officer Directive No. 2020-29**  
**Screening Handout for Guests at Lodging Facilities**  
(September 14, 2020)

Per Health Officer Directive No. 2020-29, this handout must be given to you prior to checking-in at a Lodging Facility. It asks questions you must answer to understand your risk of transmitting COVID-19 during your stay. Go to [www.sfcddcp.org/businesses](http://www.sfcddcp.org/businesses) for more information or a copy of this form.

Note: this form is for Lodging Facilities Guests. Screening forms for Lodging Facility Personnel can be found at [www.sfcddcp.org/screening-handout](http://www.sfcddcp.org/screening-handout).

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**Part 1 – Answer the following questions.**

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**Guests have a right to keep their answers confidential if they choose.**

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”**<sup>†</sup> with someone who was diagnosed with COVID-19 or had a test confirming they have the virus while they were contagious<sup>‡</sup>?

† **“Close Contact”** means you had any of the following types of contact with the person with COVID-19 while they were contagious<sup>‡</sup>:

- Lived or stayed overnight with them
- Was their intimate sex partner
- Took care of you or you took care of them
- Stayed within 6 feet of them for more than 15 minutes
- Exposed to direct contact with their body fluids or secretions (e.g., coughed or sneezed on you) while you were not wearing a face mask, eye protection, gown, and gloves

‡ Contagiousness: People with COVID-19 are considered infectious 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 infectious 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

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**Part 2 – If you answered “YES” to ANY of the questions in Part 1**

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You will need to modify your trip by either cancelling your stay or by making plans to isolate by yourself in your room to avoid any interaction with Personnel or other guests.

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**Part 2 (continued)– If you answered “YES” to ANY of the questions in Part 1**

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**Follow Isolation/Quarantine Steps at: [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines)**

- Consider cancelling your stay if you are able to isolate/quarantine from others in your home
- If you are staying in the Lodging Facility to isolate/ quarantine from others in your home:
  - Follow the **Isolation/Quarantine Steps** referenced above and treat your temporary room at the Lodging Facility as if it were your residence; meaning do not leave your room to the extent possible until your isolation/quarantine period ends.
  - Ask the front desk for a copy of **Isolation/Quarantine Steps** if you need it.
  - Ask if there is a designated block of rooms for those who are isolating/quarantining and request a room in that block.
- If you answered “YES” to Question 1:
  - You **MUST** follow the rules **mandated by the Health Officer Isolation Directive No 2020-03c**. Follow the rules summarized at: [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines). If you are at the Lodging Facility, ask the front desk for a copy if you need it.
  - For Considerations for Guests Isolating or Quarantining in a Lodging Facility, refer **Tips for Staying in Lodging Facilities During COVID-19**.
- If you answered “YES” to Question 2:
  - You **MUST** follow the rules **mandated by the Health Officer Quarantine Directive No 2020-02c**. Follow the rules summarized at: [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines). If you are at the Lodging Facility, ask the front desk for a copy if you need it.
- If you answered “YES” to Questions 2 or 3 and have not been tested, 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/get-tested-covid-19-citytestsf>.
  - Follow the instructions in [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines) to determine next steps depending on your test result.

**Duration of Isolation or Quarantine:** If you answered Yes to any of the questions in Part 1, here is how to figure out how long you have to stay in isolation or quarantine:

- As a reminder, if you have been diagnosed with COVID-19 or had a test confirming you have the virus (you answered Yes to Question 1), you are no longer considered contagious if it has been: at least 10 days since your symptoms began, you have not had a fever for at least 24 hours without the use of fever-reducing medicine, AND your symptoms have improved. If you never had symptoms, then you are considered no longer contagious 10 days after the date of your COVID-19 test.
- If you are a “Close Contact” of someone who was diagnosed with COVID-19 or had a test confirming they had the virus (you answered Yes to Question 2), you can stop quarantining 14 days after your last “Close Contact” with that person.
- If you answered Yes to Question 3 in Part 1, you might be able to end isolation once you have a negative test. See [www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines](http://www.sfcddcp.org/Home-Isolation-Quarantine-Guidelines) for more information.