



DEPARTMENT NOTICE

20-121
08/10/20

Mandatory Self Health Screening for SFPD Employees

In order to address the City's health self-assessment requirement and to maintain the health and safety of all SFPD employees working on site at SFPD facilities, it is mandatory to complete a health screening self-assessment **before** reporting to work each day.

Each employee shall ask themselves the following health screening questions **every day** prior to reporting to work on site:

1. Within the past 10 days, have you been diagnosed or tested positive for COVID-19?
2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for, or tested positive for, COVID-19? Close contact means (for 48 hours before their symptoms began) the person:
 - lived or stayed overnight with you
 - was your intimate sex partner
 - took care of you, or you of them
 - was within 6 feet of you for more than 10 minutes without wearing a mask
 - exposed you to their bodily fluids or secretions (e.g. coughed or sneezed on you) while you were not wearing a mask, gown and gloves
3. Have you had any of the following in the last 24 hours?
 - cough
 - shortness of breath or difficulty breathing
 - fever of 100.4° or greater (to be confirmed via thermometer)
 - chills
 - muscle or body aches
 - fatigue
 - sore throat
 - persistent runny nose
 - diarrhea
 - new loss of taste or smell


If employees have any of the above symptoms or answered yes to any of the listed questions, **DO NOT REPORT TO WORK**. The employee must contact their immediate supervisor and Dr. Martin for further instructions and assessment (please see Department Notice 20-119 for additional information).

If an employee reports to work on site, it is with the understanding that they have completed the self-assessment health screening and have answered the above questions in

the negative. For tracking and reporting purposes, an employee's categorization as "REG" (Regular) in HRMS each day shall affirm this health screening assessment was completed by the member.

Self-Assessment Health Screening signage reiterating the health screening questions will be posted at each entrance of every police facility.

For additional information, please visit <https://sf.gov/covid19-health-checks>.


WILLIAM SCOTT
Chief of Police

Per DB 20-081, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.