

SFS Safe Site Check-in Instructions & Health Screening Questions

CHECKING IN

- All SFS employees, musicians, visitors, and contractors must sign in. There are three options:
 1. Open the camera app on a smart phone and pointing it at the QR code that's posted by the Stage Door and click on the website link that appears in the center:



2. Download the Safe Site Check-in app for [Androids](#) or for [iPhones](#). Open the app, select "Scan QR Code" and point it at the QR code by the Stage Door.
3. Open the website through this direct link:
<https://app.safesitecheckin.com/#/tenants/sfsymphony.org/sites/201/checkin>

- Once on the website, answer the following prompts to check in:

1. Confirm your location, and enter your contact info:

San Francisco Symphony

201
Davies Symphony Hall
201 Van Ness Ave.
San Francisco Symphony

We collect information to help maintain a safe work environment for you.

☐ I attest to the accuracy of the information provided, and agree to the [Safe Site Privacy Policy](#)

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English

SafeSite CHECK IN

Enter Contact Info

Your Name*
Emma Logan (testing)

Code Phone number*
us +1 (415) 734-6357

Email*
elogan@sfsymphony.org

Company Name*
San Francisco Symphony

* indicates required field

Remember Me ☒

Back Next

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2. Answer the Health Screening Questions (3 in total):

SafeSite CHECK IN English

Entry Questions

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

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SafeSite CHECK IN English

Entry Questions

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 - Were within 6 feet of them for a total of 15 minutes or more in a 24 hour period - Lived or stayed overnight with them - Were their intimate sex partner, including only kissing - Took care of them or they took care of you - Had direct contact with their body fluids or secretions (e.g., they coughed or sneezed on you or you shared eating or drinking utensils with them.)

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SafeSite CHECK IN English

Entry Questions

In the past 24 hours, including today, have you had one or more of these symptoms that is new or not explained by another condition? - Fever, Chills, or Repeated Shaking/Shivering - Cough - Sore Throat - Shortness of Breath, Difficulty Breathing - Feeling Unusually Weak or Fatigued - Loss of Taste or Smell - Muscle Pain - Headache - Runny or congested nose - Diarrhea

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NOTE: Health screening questions are updated in SSCI and on posted handouts onsite when SFDPH issues updated personnel questions.

3. Confirm check in with expected social distancing/mask protocols:

SafeSite CHECK IN English

Entry Terms

201
Davies Symphony Hall
201 Van Ness Ave.
San Francisco Symphony

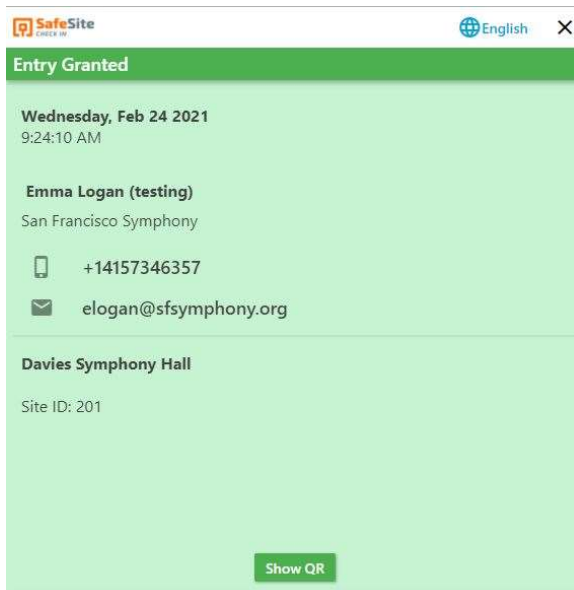
 Emma Logan (testing)
San Francisco Symphony

You agree to abide by the following terms:

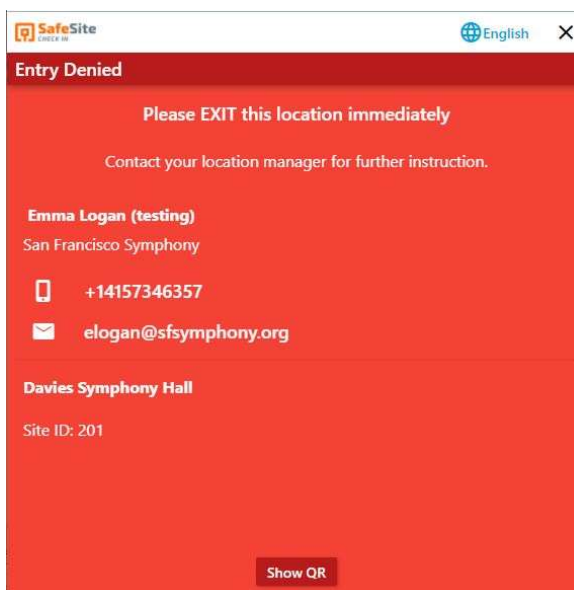
- ☒ I will wear a Level 1 face mask that covers my mouth and nostrils.
- ☒ I will maintain a 6' foot distancing protocol.
- ☒ I will clean and disinfect tools and work areas per CDC guidelines.

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5. If you answered “NO” to all questions, you will get a green entry granted screen to show Security:

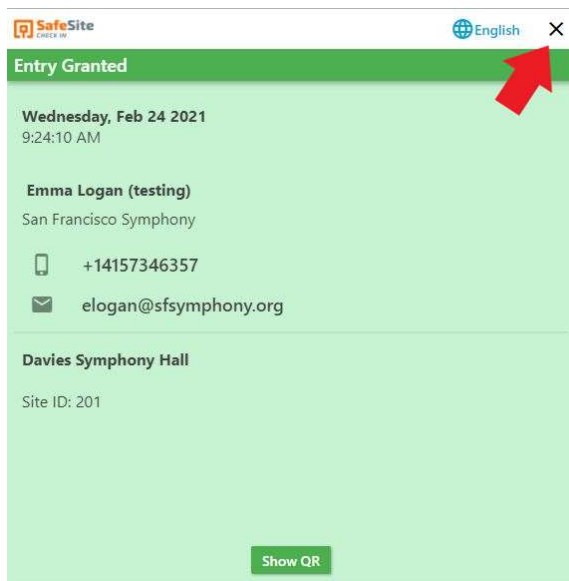


If you answered “YES” to any of the questions, you will get a red entry denied screen with instructions to exit the building immediately:

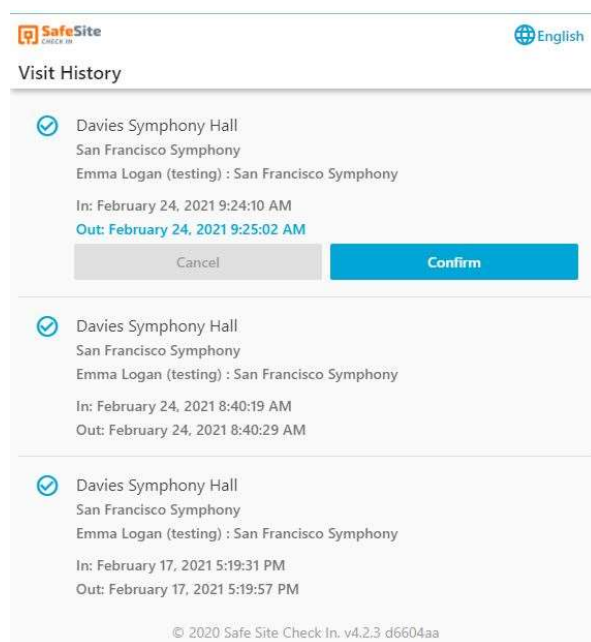
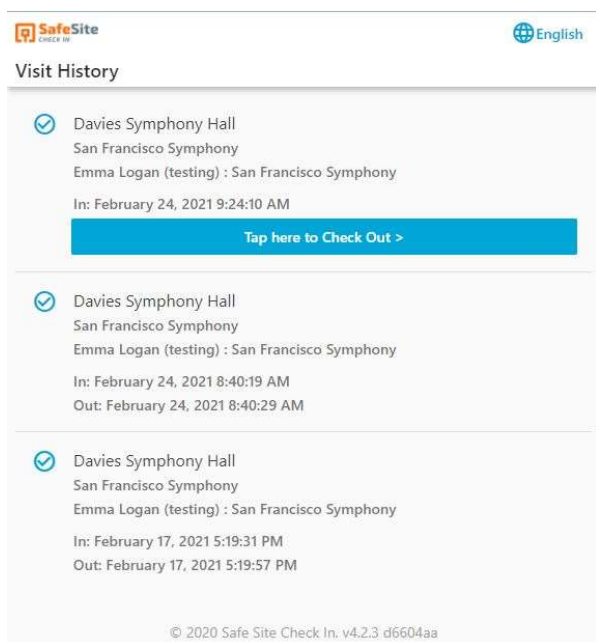


CHECKING OUT

- Check out through Safe Site Check-in. There are three options:
1. Open the same web browser you used to complete the check-in questions. Tap the “X” at the top right corner of the screen:



Tap “Tap here to Check Out” and then “Confirm”:



2. Open the Safe Site Check-in app and select “View my visit history”. Tap “Tap here to Check Out” and then “Confirm.”

3. Open the camera app on a smart phone and point it at the Exit QR code by the Stage Door exit. Click on the website link that appears in the center. Tap “Tap here to Check Out” and then “Confirm.”
- Exit the building through the Stage Door. Please refrain from using other exits unless there is an emergency or if you are instructed to do otherwise (i.e. – exit through 300 Franklin per Orchestra Personnel for rehearsal/capture sessions.)

WHERE INFORMATION IS STORED & DENIED ENTRY NOTIFICATIONS

- The only information Safe Site stores is the contact information and if a person was granted or denied entry. Specific answers to the health screening questions are stored on the individual’s phone, protecting your privacy.
- If a person is denied entry, a notification is sent immediately to Andrew Dubowski and safesite@sfsymphony.org so that our Operations & HR teams can take the next necessary safety steps. A member from the Operations team may call or email you to inquire if you accidentally answered a question incorrectly and receive a denied entry screen.

TROUBLESHOOTING TECHNICAL ISSUES

- Clear your browser history and scan the QR code again.
- Internet Explorer is NOT compatible with Safe Site, so please use a different browser.
- Sometimes, the connection can be spotty at the Stage Door, so turn off your WIFI and use your data.
- Bookmark the direct link on your phone for easy access: <https://app.safesitecheckin.com/#/tenants/sfsymphony.org/sites/201/checkin>. You can fill out the form before arriving at DSH. When you arrive at DSH, have the Entry Granted screen ready to show Security.
- If all else fails, please sign in and out on the paper sign-in sheet provided by the War Memorial at the Stage Door entrance. Please write legibly.