# Faculty of Arts & Science: COVID-Related Absence Reference Guide

What do I do if I have symptoms or are identified as a close contact?

This guide is based upon information provided by the Government of Ontario and the local Kingston Frontenac Lennox and Addington (KFL&A) Health Unit. If you are located in another jurisdiction and are subject to different health requirements, please contact our office for further support. For more information on Queen’s Safe Return to campus, please follow the link.

## Applying for Consideration

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<th>N.B: From April 1st, 2022 to the end of the deferred exam period in May 2022, all 3-day requests can be submitted for up to 5-days to align with the standard timeline for COVID isolation and recovery. Please see below for more information.</th>
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- If you are experiencing COVID symptoms for a short-period of time and/or missing only one deliverable, we recommend submitting a short-term, 3-Day Request, which must be submitted within 4 days of the onset of symptoms. *Students can be submitted for up to 5-days using this type of request.*
  - Every student can submit one request without documentation per semester. Please follow the directions outlined in our [3 day without documentation resource guide](#). **Not available during the exam period**
  - Additional 3-day requests can be submitted with supporting documentation, including requesting an Attestation Form (see below). Please see the 3-Day Requests with supporting documentation resource guide for more information.
- If you have been sick for more than 5-days, please see the “Further Information” section below for ways to contact our office.
- Due to the time-sensitive nature of COVID-related documentation, long-term requests must be submitted within 11 days of the onset of the illness. Requests for Academic Consideration should be made as soon as the student’s need is apparent. Delays may limit the Consideration options available to you.

### Supporting Documentation

- We do not require official medical documentation to support a request for a COVID related absence.
- We do not accept someone else’s health information to support requests.
- If you need documentation to support a request, you may use one of the following options:
  - PCR OR Rapid Antigen Test Results ([Rapid test results must be pictured with a note including the date & name of the person who took the test](#))
  - Government of Ontario COVID-19 Self-Assessment result ([Date must be visible](#))
  - SeQure App results, showing that you are unable to attend campus ([Date must be visible](#))
  - If you already have access to medical documentation (ie: a doctor’s note), this is accepted. However, you should not need to contact a doctor to receive documentation.
  - Attestation Form – See “Supporting Documentation” section for instructions on how to obtain a form (see above for the relevant resource guide).

### Assessment

- If you have symptoms of COVID-19, or if you live with or have been in contact with someone with symptoms, students are asked to isolate and not attend campus. While you are isolating, students are required to keep up with course content that can be accessed online (ie: through OnQ).
- Students can submit requests for Consideration when missing on-campus components, such as on-campus lectures, tutorials, etc. Remember that you CANNOT use someone else’s documentation to support your request; please complete one of the forms of documentation listed above.
- Based upon Queen’s Vaccine Mandate, the Academic Consideration office will evaluate documentation with the assumption that you are fully vaccinated. This means that our office will provide a duration of 5 days for COVID-related absences.²
  - If you experience symptoms that impede your ability to complete your coursework beyond these 5 days (ie: you are hospitalized, etc.) or are immunocompromised, please attend our virtual **Zoom Office Hours** on Tuesdays from 2-3:30pm or Thursdays from 10:30am – noon or contact our office to discuss further.

### Further Information

- EXAM PERIOD: The Faculty Office recommends you **DO NOT** write exams/tests/quizzes or hand in assignments if you are experiencing an extenuating circumstance that is impacting your academic ability. Once you have submitted a consideration request, your instructors will receive a notification and are aware that you do not need to hand in deliverables until hearing from our team.
- If you have additional questions AFTER reading this guide in full, please speak with a member of our team using one of the following methods:
  - Zoom Office Hours, which run Tuesdays from 2:00 – 3:30pm and Thursdays from 10:30am – 12:00pm.
  - You can also contact our office at asc.consideration@queensu.ca. Please note that we are currently experiencing an exceptionally high volume of correspondence/requests. Correspondence may take up to 3 days to receive a reply.
- Please remember that long-term requests are likely to take the full 6 business days to be processed. If your email/question is answered by this guide or our out-of-office reply, you will not receive a response from our office.

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¹ According to the Queen’s Vaccine Mandate, all students, staff and faculty must be vaccinated, unless they have received a Vaccine Accommodation through Queen’s Student Accessibility Services (QSAS). If you have questions about securing a Vaccine Accommodation, please contact qsas.intake@queensu.ca.

² The Government of Ontario announced in December 2021 that those experiencing COVID-19 symptoms:
  - Fully Vaccinated: Must isolate for 5 days or until your symptoms have improved for at least 24 hours.
  - Unvaccinated/Immunocompromised: Must isolate for 10 days.
  - Close contact (No Symptoms): Must self-monitor (not isolate) for 10 days following exposure.