

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

What do I do if I have symptoms?

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

- If you are experiencing COVID symptoms for a short-period of time and/or missing only one deliverable, we recommend submitting a **Short-Term, Request**, which must be submitted within 4 days of the onset of symptoms.
 - Every student can submit **one request without documentation per semester, up to a maximum of 3-days**. Please follow the directions outlined in our [short-term \(without documentation\) resource guide](#). *****Not available during the exam period*****
 - Additional short-term requests can be submitted with supporting documentation, including requesting an Attestation Form (see below). Please see the [Short-Term Requests \(with documentation\)](#) resource guide for more information.
 - ***Students experiencing COVID symptoms can request up to 5-days using this type of request type. If your documentation does not demonstrate that you are experiencing COVID symptoms, we will manually update your request to the 3-day maximum.***
 - If you **have been sick for more than 5-days**, please see the "Assessment" section below for more information.
- Students can also submit long-term requests. However, **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 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*)
 - Medical documentation (ie: a doctor's note)
 - [Attestation Form](#) – See "Supporting Documentation" section for instructions on how to obtain a form (see above for the relevant resource guide). **NOTE: Attestation Forms can only support short-term requests for consideration up to 3-days.**

Assessment

- **If you have symptoms** of COVID-19, students are asked to isolate for 5-days 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.
- Based upon [Queen's Vaccine Mandate](#)¹, 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) or are immunocompromised, you will need to provide the following documentation to extend your request:
 - Medical documentation demonstrating a continued medical need, **AND**;
 - Documentation showing that you are either unvaccinated or immunocompromised.
- **If you have come into close-contact** with someone experiencing COVID symptoms, please complete the [SeQure App](#) self-assessment to determine if you are required to isolate. **Remember that you CANNOT use someone else's documentation to support your request. If it is determined that you have used someone else's documentation, you may be subject to the university's Academic Integrity policy.**

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.
- **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.**
- 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 (**Closed until September 13th, 2022**)
 - You can also contact our office at asc.consideration@queensu.ca. **Correspondence may take up to 3 days to receive a reply.**

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 As of July 2022, the [Government of Ontario](#) recommends the following isolation requirements:

- **Fully Vaccinated:** Must isolate for 5 days.
- **Immunocompromised/Not fully vaccinated:** Must isolate for 10 days.
- **Close contact (No Symptoms):** Must self-monitor (not isolate) for 10 days following exposure.