Faculty of Arts & Science
COVID-Related Absence Reference Guide

What to do if you 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 at asc.consideration@queensu.ca 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 3-Day Request, which must be submitted within 4 days of the onset of symptoms.
  - Every student can submit one request without documentation per semester. Please follow the directions outlined in our 3 day without documentation resource guide.
  - Additional 3-day requests can be submitted with supporting documentation, including requesting an Attestation Form (see below).
- If you have been sick for more than 3-days, we recommend submitting a long-term, 4-to-3-month Request for Consideration. Please see our 4-to-3-Month Resource Guide for more information. Requests must be submitted within 11 days of the onset of the illness.

Supporting Documentation

- We do not require official medical documentation to support a request for a COVID related absence.
- If you need documentation to support a request, you may use one of the following options:
  - Can support both a 3-Day or Long-Term Request (DATES MUST BE CLEARLY VISIBLE)
    - PCR OR Rapid Antigen Test Results (N.B: 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
    - SeQure App results, showing that you are unable to attend campus
    - 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.
  - Supports 3-Day Request ONLY
    - Attestation Form – See “Supporting Documentation” section Instructions on how to obtain a form and submit the request can be found in our 3-day with documentation resource guide.
  - If you do not have documentation, please contact us regarding your situation.

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 lecture, tutorials, etc.
- 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. 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.

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.