FAS Protocols for Responding to COVID in the Classroom

The protocols below provide guidance for how instructors and departments should respond to some common scenarios, as well as how to manage students who are absent due to illness.

These protocols are based on Queen’s University Continuity of Education Plan, which instructors are encouraged to read. If you have any questions, please reach out to artsci.nelson@queensu.ca.

Common Scenarios

1. **Student indicates they were in close contact with someone who tested positive for COVID, but themselves have not been contacted by a Public Health unit**
   1) Convey to the student that they should:
      • Contact our local health unit (KFLAPH) directly to determine next steps.
      • Go/stay home and follow the direction given by KFLAPH if awaiting a test result.
      • Submit for Academic Consideration if missing course activities (see page 2).
   2) Instructors and/or departments take no further action.

2. **Student indicates they have COVID symptoms**
   1) Convey to the student that they should:
      • Go/stay home while undergoing self-assessment.
      • Use the Ontario Government COVID-19 self-assessment tool to determine next steps.
      • Stay home and follow the direction given by KFLAPH if awaiting a test result.
      • Submit for Academic Consideration if missing course activities (see page 2)
   2) Instructors and/or departments take no further action.

3. **Student indicates they have a confirmed COVID test or confirmed COVID exposure**
   1) Convey to the student that they should:
      • Follow the directions of the Public Health unit.
      • Submit for Academic Consideration if missing course activities (see page 2)
   2) The instructor (or designated person in the department/school) should immediately contact the Department of Environmental Health and Safety (EH&S) at 613-533-2999 or safety@queensu.ca. The department will provide to EH&S the name, phone number, student number and email of the student in a password protected Word document.
   3) The instructor should inform the student that the information is being sent to EH&S, who will pass the information along to KFLAPH.
   4) Do not pass on an individual’s medical information (COVID status or symptoms) to others, or announce to the class or social media that there has been a positive case. This is a breach of privacy.

4. **Instructor receives an email from EH&S/KFLAPH about COVID cases in the classroom**
   1) The email will contain detailed instructions for both students and instructors. Instructors may be asked if there were other people in the room that would not be in the class list (e.g., teaching assistants). Please provide any requested information to EH&S.
   2) Instructors should not cancel, or flip a class to remote, without specific direction from EH&S or KFLAPH.
Academic consideration for COVID-related illness

Any student that misses course activities because of a Public Health directive, or having failed a daily COVID screen (SeQure app), will be supported by the University. Students who are absent for these reasons should notify the Faculty of Arts and Science using the Academic Consideration portal, and then contact their instructor to learn how their absence will be managed in the course. The following guidelines may be helpful to instructors:

• Please encourage students to stay home if they have COVID symptoms (screened using the SeQure app or the Ontario Government COVID-19 self-assessment tool)

• As with any approved absence, the course instructor is best situated to decide how the academic consideration will be managed.

• Student Wellness runs a volunteer note-taking program. This service can be a good way to support students who are absent, but typically requires active recruitment on the side of instructors for it to be successful.

• If absences go beyond two weeks, the student should be directed to an FAS academic advisor for support with options outside of the course.