

**MOUNT ST. JOSEPH UNIVERSITY  
STUDENT COVID-19 ABSENCE POLICY**

Due to the COVID-19 pandemic, it is anticipated that students may need to be absent from class or obtain other temporary course adjustments for reasons related to recovering from COVID-19 and/or to minimize the potential spread of the COVID-19 virus through isolation and quarantine.

**All students who are diagnosed with, or experiencing symptoms of COVID-19 must isolate until the criteria for returning to campus have been met, as set forth in the Mount St. Joseph University’s [COVID-19 Safety Guidelines](#).**

This policy sets forth the process that students must follow to have COVID-19 related absences recognized by the University as such. Students must have documentation (a “Class Note”) from the Wellness Center (or certified Athletic Trainer for student-athletes) to request to have approved class absences and/or to obtain other temporary course adjustments due to a COVID-19 situation.

To obtain a Class Note, you must complete all of the following 3 steps:

<b>STEP 1 Report Exposure, Diagnosis or Symptoms to Get a “Class Note”</b>
<p>Per University Guidelines, you must report your situation using the <a href="https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz">https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz</a> link or calling 513-244-4408 <u>each time</u> any <u>one</u> of the following occur:</p> <ul style="list-style-type: none"><li>• You are experiencing symptoms of COVID-19 that have not been diagnosed as something other than COVID-19 by a healthcare provider<sup>1</sup>;</li><li>• You tested positive for COVID-19 (in an off-campus test or during on-campus surveillance) or have been diagnosed with COVID-19 by a healthcare provider; <u>OR</u></li><li>• You have been exposed to COVID-19<sup>2</sup>.</li></ul> <p>The University Wellness Center (and Athletic Training Department for student-athletes) will strive to respond within two (2) business days after the date of your submission, or sooner if possible, by providing you with a “Class Note” outlining the dates of your anticipated mandatory period of isolation or quarantine.</p>
<b>STEP 2</b>

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<sup>1</sup> The CDC has identified the following mild to severe signs and symptoms of COVID-19: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea.

<sup>2</sup> “Exposed” means contact within 6 feet of a person with COVID-19 for a total of 15 minutes or more during any 24-hour period. A person is “contagious” 2 days before symptoms start or, if they are asymptomatic, 2 days before their positive test, until they meet all of the requirements set forth for returning to campus set forth in the Guidelines. “Fully vaccinated” means you received all doses of the Johnson & Johnson, Pfizer, or Moderna COVID-19 vaccine and more than two weeks have passed since your last dose.

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**Share “Class Note” with Course Instructor(s) to Obtain Approved COVID-19 Absence and/or Temporary Course Adjustments**

After you receive your Class Note, *promptly* provide your Class Note to any instructor you have for any course to request approved absences and/or temporary course adjustments due to your COVID-19 situation. Students must document agreed upon approved course absences and/or any temporary course adjustments in an email acknowledged by each course instructor. Failure to document this information may result in unapproved absences and/or inability to receive temporary course adjustments. **Students do not receive an approved COVID-19 absence and/or temporary course adjustment for any course under this policy unless and until they have completed Step 2 with the course instructor.**

**STEP 3  
Provide Updates in the Event of a Change**

In the event that you become eligible to end isolation or quarantine sooner than expected (e.g. due to receipt of a negative test), you must:

- promptly notify your instructor(s);
- report your updated situation to the University Wellness Center using the [https://mymount.msj.edu/ICS/COVID-19\\_Reporting.jnz](https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz) link or calling 513-244-4408; and
- return to compliance with normal course attendance and course requirements (unless otherwise agreed to by the instructor in writing).

In the event that you are required to isolate longer than expected (e.g. due to unresolved symptoms), you must:

- promptly notify your instructor(s);
- report your updated situation to the University Wellness Center using the [https://mymount.msj.edu/ICS/COVID-19\\_Reporting.jnz](https://mymount.msj.edu/ICS/COVID-19_Reporting.jnz) link or calling 513-244-4408; and
- Obtain medical documentation to support the need for the extended leniency in attendance and apply for [Temporary Illness Modifications](#) through the office of Disability Services.

**General Principles Governing All Approved Student COVID-19 Absences**

During any period of mandatory isolation or quarantine (or other period) covered by your Class Note, please note that the following general principals apply with respect to any approved absence and/or temporary course adjustment under this policy:

- To the maximum extent possible under the circumstances, you are responsible for keeping up with all course work while in isolation or quarantine. For instance, if you are ill, reasonable extensions of deadlines may be provided by the instructor but must be confirmed in writing. If you are asymptomatic while quarantining, you may be required to comply with existing deadlines, participate in any online course

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offerings, or complete assigned reading or homework assignments in lieu of attending class.

- If you are excused from class attendance or an assignment deadline that falls within your period of mandatory isolation or quarantine, you will be required to make it up at a reasonable time, as determined by your instructor.
- You are responsible for engaging in all reasonable and necessary communication with your instructor and for ensuring you understand the expectations for your make-up plan or any temporary course adjustments. You are also responsible for following up on any outstanding questions or feedback to or from your instructor regarding your status or plan. Students should work closely with instructors as they may have a variety of options available for keeping up with course content.
- Instructors are permitted, but not required, to provide In\*Sync (virtual) instruction when a certain percentage of the student's enrolled in the course have an applicable Class Note. If any of your courses move to In\*Sync instruction during the period when your Student COVID-19 absence is approved, you are required to participate in the In\*Sync course instruction unless otherwise agreed to in writing by your instructor.
- Clinicals, labs, internships and other educational experiences that require certain hours and/or types of in-person learning and/or that involve external placements must be made up as required by a student's course/program. The University will endeavor to work with students to permit the make-up of these course/program requirements as soon as possible. However, the University cannot guarantee that make-up opportunities will be available for these types of learning experiences immediately or during the current academic term. Insufficient make-up opportunity or extensions for any such course is not a valid reason to reduce a mandatory period of quarantine or isolation.
- You must return to normal course attendance and other course requirements when you are no longer required to isolate or quarantine under the Guidelines.

Any questions about this policy should be directed to your instructor, the Wellness Center, or the Office of the Provost at [Provost@msj.edu](mailto:Provost@msj.edu) , as applicable.