STUDENT FAQ FALL 2021
RETURN TO CAMPUS QUESTIONS

Please note, situations related to COVID-19 are subject to frequent change. This FAQ is an evergreen document that will be updated on a regular basis as situations and approaches evolve.
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Classes

1. Will the whole semester be online?

The Fall 2021 Course Schedule on the Intranet indicates which courses will be taught

- Remote instruction will take place from August 22 to September 2, 2021
- Starting September 5, 2021, all course sections will be taught in-person/in-classroom, with the exception of those indicated as offered online (synchronous or asynchronous) etc. on the Course Schedule available from the VCUarts Qatar Intranet.
- A few classes will be fully online for the semester (and are already noted in the syllabus.)

The most recent version of the Course Schedule is always available from the Intranet.

- Go to: https://intranet.qatar.vcu.edu/ and log on.
- Click on “Department Help Guides and Files”
- Scroll to the “Records and Registration” section
- Click on “Academic Calendars and Class Schedules”.
- See the right sidebar
- Click on “Course Schedule - 2021 - Fall”
- Scroll past the updates
- Click on “Download”

2. Is the Pass/Fail Policy still in effect?

- Yes. The Pass/Fail Policy remains in effect. The Pass/Fail Policy is currently applicable to undergraduate students only.
- Information about the Pass/Fail Policy and related processes is available at the VCUarts Qatar website or the VCU website.
- The VCUarts Qatar Form to request Pass/Fail grades is available from the VCUarts Qatar website only.
- Undergraduate students may request that a course they are enrolled in be taken under the pass/fail grade option. Undergraduate students can apply for no more than 12 credit hours of PP/PS grades (defined below) taken under the pass/fail grade option over the entirety of their degree program. These restrictions do not apply to courses that are only offered as P/F.
- Students may not use the pass/fail grade option: 1) To satisfy a prerequisite that requires a minimum grade of B; 2) For courses within the Art Foundation program; and 3) For courses that may count toward the requirements of the student’s major.
- Under the pass/fail grade option, students would have grades reported as either:
  * PP: Grade of pass (equivalent to a letter grade of A, B, or C) is awarded for certain courses to denote satisfactory completion of requirements equivalent to the letter grades of A to C. The grade of PP is not included in the GPA calculation. The grade of PP will satisfy course requirements of a minimum grade of C to advance to another course.
  * PS: Grade of pass (equivalent to letter grade of D) is awarded for certain courses to denote satisfactory completion of requirements equivalent to the letter grade of D. The grade of PS is not included in the
calculation of GPA. The grade of PS will not satisfy course requirements of a minimum grade of C to advance to another course and students may have to retake the course if they change their major and a minimum letter grade of C was required.

* F: Grade of fail (equivalent to letter grade of F) is considered as not passing and is included in the calculation of the GPA.

- Students should consult with an adviser to understand the implications of their decisions.
- Instructors of record will not be aware of the student choice. Each faculty member will evaluate student performance in the course consistent with expectations outlined in the course syllabus. If a student has opted for the pass/fail grade option, the assigned grade will be converted to the appropriate pass/fail designation pursuant to the letter grade earned. For example, the instructor would enter a letter grade (A, B, C, D, F) as usual. If the student has chosen the Pass/Fail grade option, then grades A, B or C will become a PP; a grade of D becomes a PS; and a grade of F becomes a F.
- Students may select the pass/fail grade option for eligible courses no later than the last day to withdraw from a course. Note that in Fall 2021 the last day to withdraw (and/or select pass/fail grades) is NOVEMBER 5, 2021 (and NOT the last day of classes). Please refer to the Academic Calendar available from the Intranet. All pass/fail submissions by students are final and irrevocable.
- Students have a right to appeal course grades they consider to have been arbitrarily or capriciously assigned or assigned without regard for the criteria, requirements and procedures of the course stated in the syllabus or guidelines for assignments. Students who want to appeal the course grade should follow the guidelines provided under the Grade Review Procedures.
- Students may not appeal their decision to choose the pass/fail grade option. If students want to appeal any other matter related to pass/fail outside the grade assigned, they should follow the guidelines provided under Academic Regulations Appeals Committee (ARAC) at VCUarts Qatar. For more information on ARAC, please see the Office of Records & Registration at VCUarts Qatar.
- The most current information is always available at the VCUarts Qatar website.
- Contact Greet Provoost, Assistant Dean, Enrollment and Registration Services for questions about the VCU grading policy at glprovoost@vcu.edu.
Building Access

1. Do I have to be vaccinated?

Yes, all faculty, staff, students, and visitors are required to be fully vaccinated (two shots + 14 days after the second shot). For those who are not vaccinated, proof of a weekly Rapid Antigen Test valid within the last seven days is required. All students must provide proof of vaccination or exception ASAP on their student record by completing the following form. Students who do not provide proof will have a hold placed on their account until they provide this documentation. For students who are not vaccinated, a formal exemption form must be completed with appropriate documentation and approved by VCUarts Qatar and VCU Richmond for approval. Even if the exemption is approved, students must still provide the Rapid Antigen Test weekly to enter the building.

2. What if I cannot be vaccinated or choose not to be vaccinated?

As per VCU policy, and to ensure the safety of our VCUarts Qatar community, the COVID-19 vaccine is required of all students, faculty, and staff (except those with religious or health exemptions.) To request an exemption, please complete the following form and return it to vcuqcovid@vcu.edu.

https://health.students.vcu.edu/media/student-affairs-sites/ushs/docs/COVID19-Vaccine-Exemption-Request-Form--06032021.pdf

Exemption forms, once completed and paired with appropriate documentation, should be sent to vcuqcovid@vcu.edu where our counseling staff or designee will work with students on the next steps. (Please note there is no need to notarize this form for VCUarts Qatar students, however documentation should be submitted as requested.)

3. Where can I enter/exit the building?

- Entry to the building will only be via the glass doors at the main entrance. It will not serve as an exit, except during an emergency. The new exit point will be the doors adjacent to the Library (Exit B) which lead to the covered parking lot beside the football pitch. It will not serve as an entry point.
- The loading dock doors, and the rear doors near the smoking area, will only be used by contractor personnel. Signage has been installed to clearly remind all members of the community. If anyone attempts to enter/exit from these doors they will be stopped by QF Security and asked to enter/exit from the appropriate access point.
- If you wish to smoke, please exit near the Library and walk around to the smoking area, then re-enter the building through the main entrance.
- Should an emergency arise, such as a fire, all building doors will unlock automatically, and the building will be evacuated.

4. How do I gain access to the building?

- The temperature of each community member will also be taken at this time. Any community member with a temperature above 38°C Celsius (100.4°F) will be denied access to the building.
- Signing into the building is required for building access. This can be accomplished either by swiping the QF Hawiyati or VCUarts Qatar ID on the access card reader, or by signing in using your own pen if you do not have an ID card.
• Face coverings may vary, however they should:
  * Fit snugly but comfortably against the side of the face
  * Be secured (e.g., with ties or ear loops)
  * Cover the nose and mouth at all times
  * Allow for breathing without restriction
  * Be able to be laundered without damage or change to shape

• Failure to comply with the entry requirements will lead to non-admittance to the building. No exceptions will be made, except for emergency personnel.

• Anyone entering the building must have a Green Etheraz and be fully vaccinated or present a Rapid Antigen Test valid within the last seven days. No exceptions will be granted.

5. Which protocols do I need to follow while in the building?

• Everyone in the building will be required to correctly wear a face covering at all times in public spaces (including restrooms) and to follow social distancing requirements. Face coverings should only be removed when seated and socially distanced to eat/drink, or while alone in a private room with the door closed.

• Social distancing guidelines should also be respected in all areas including common spaces such as hallways, elevators, and restrooms.

• Color-coded floor and wall signage, as well as video display terminals, are installed throughout the building to ensure that social distancing traffic flow measures are followed.

• VCUArts Qatar will apply the Ministry of Public Health’s (MoPH’S) 1.5 meter (physical distancing) rule and 1.5 square-meter (sqm) per person room/office/work area occupancy limit guidelines to determine room capacity in each space at VCUArts Qatar.

• Room capacity in each space at VCUArts Qatar will be clearly identified on door signage for ease of recognition and to ensure social distancing guidelines are met.

• Disinfection wipes and sprays will be available throughout the VCUArts Qatar building for use by community members. Hand sanitizers will also be provided by the university. Community members are required to wipe down surfaces within their workspace before and after use, with special care given to common-touch surfaces, such as departmental printers.

• Greater care and attention to detail will be given to common touch areas throughout the building by QF-contracted cleaning staff including handrails, elevators, break rooms, washrooms, and prayer rooms. Deep cleaning operations will be undertaken more frequently by the QF-contracted cleaning staff in high-traffic areas and on nights/weekends.

6. Does everyone need a new ID card?

• Yes! VCUArts Qatar has a new ID card for all faculty, staff and students. Students with a QF Hawiyati card can use it to gain access to the building temporarily, but should bring it in to replace it with a new VCUArts Qatar ID card. For those who weren’t issued ID cards (mostly first-year and second-year students), please bring your QID for identification to sign up for a new card. New cards are being issued now. Old cards must be relinquished or there will be a fine for the old card.
Resources/Opportunities for Students

1. Will we be able to use the computer labs?

Computer labs will reopen on September 5. Technology Services is available to help students with computer questions. Please contact them at vcuqithelp@vcu.edu. Students must adhere to the safety protocols while using the labs.

2. If we need help from Technology Services, do we need an appointment?

Yes. You should contact Technology Services at vcuqithelp@vcu.edu to make an appointment.

3. Will we need to bring our laptops to the VCUarts Qatar building for any upgrades from Technology Services, or to access programs like Rhino?

Instructions on how to checkout licenses for programs such as Rhino are available on https://intranet.qatar.vcu.edu.

If you need further assistance with any issues with your laptop or any software then please contact Technology Services at vcuqithelp@vcu.edu.

4. Will we have access to the Print/Fab labs?

The VCUarts Qatar FabLab, PrintLab, WoodShop and FlexLab will operate in accordance with the university’s Return to Campus plan and the directives of QF and the MoPH.

These facilities will be open to faculty, staff and students by appointment. Reservations for laser cutting, vinyl cutting, and working in the Woodshop must be made through the FabLab online Booking System. A “Service Bureau” option will remain available for all 3D printing and wide format inkjet printing. Walk-in and online consultations are available. All Print-Grids throughout the building will be back online.

Occupancy:

* All Labs will continue to follow the Occupancy Limits set in Spring 2021.
* Exceptions can be made for class projects where the entire Lab has been reserved.
* Room occupancy is never to exceed the Social Distancing specified by the MoPH.
* Disinfect surfaces, screens, handles and controls before and after use.

Hours of Operation:

* FabLab: 10am - 4pm.
* PrintLab: 10am - 4pm. Appointment required to work in this Lab.
* Woodshop: 10am - 4pm Appointment required to work in this Lab.
* Tool Checkout: 10am - 4pm. Located outside the Woodshop.
FlexLab: Open during building operations. Online reservation required.
Spray Booth: Open during building operations. No reservation required.
PrintGrids: Open during building operations. No reservation required.

PrintLab pickup station: Open during building operations, outside Room 165.
FabLab Pickup Station: Open during building operations, outside Room 167.
Tool checkout and drop off: Open during building operation, outside Room 167.

*Online & Walk-In consultations are available during normal hours of operation.
**Any of the Labs may be reserved for Class or Group Projects

Using the FabLab:

Consultation:
The FabLab offers online and walk-in consultation services.

3D Printing:
All 3D printing will remain a Service Bureau resource. Files can be submitted through the VCUQFabLab website. All 3D printing requires a minimum 48-hour turnaround time. 3D-printed items will be available for pickup outside of the FabLab.

Laser Cutting:
Appointments are required to use the laser cutters. Appointments must be made through the online booking system.

- Files must be prepared for laser cutting prior to arriving at an appointment
- Arriving more than 15 minutes late for an appointment will result in a cancellation
- No Service Bureau support for laser cutting without exceptional circumstances.

Purchasing Materials:
Materials used in our laser cutters can be purchased through the VCUArts Qatar Bookstore. A receipt must be presented to the FabLab Technician as proof of purchase.

Approved Materials for Laser Cutting:
Only approved materials may be used in the FabLab laser cutters. A complete list of materials can be found on the VCUQfablab website. These materials may only be purchased through the Bookstore website, or from a pre-approved vendor.

Vinyl Cutting:
Appointments are required to use the vinyl cutter. Appointments must be made through the online Booking System.

- Files must be prepared for vinyl cutting prior to arriving at an appointment
- Arriving more than 15 minutes late for an appointment will result in a cancellation
- No Service Bureau support for vinyl cutting without an exceptional circumstance.
Using the PrintLab:

Consultation:

The PrintLab offers online and walk-in consultation services.

Wide Format Inkjet Printing:

All wide format printing requests must be submitted using the online submission form. Wide format printing requires a 48-hour turnaround time. Completed items will be available for pickup outside of the PrintLab.

Oce Colorwave Printing:

Oce Colorwave prints can be submitted by individual users. The Oce Colorwave printers require a generous warm up time. Prints will only be released during PrintLab hours of operation. Please notify the Printlab Technician before sending Oce prints.

RisoGraph Printing:

The Risograph printers are available to individuals who have received direct training from the PrintLab and have demonstrated a working knowledge of the equipment.

Non Academic Printing:

The PrintLab will no longer print any materials that are not directly related to coursework or research. Print requests related to facilities, exhibitions and alumni projects will be evaluated on a case-by-case basis.

Using the PrintGrids:

A4, A3 and A1 Printers are available to all students, faculty and staff by accessing any of the five PrintGrids throughout the building. No appointments are needed. These resources may be accessed whenever the building is open. The PrintGrid in the Saffron Hall also offers flat-bed scanning and paper cutting.

Using the Woodshop:

Consultation:

The Woodshop offers online and walk-in consultation services.

Access:

Appointments are required to work in the Woodshop. Reservations can be made through the online booking system.

Certification Scheme:

The Woodshop is developing a tiered certification scheme to allow individuals more access and better training on advanced tools. This scheme will prevent unnecessary training for those individuals who do not require the use of intermediate and advanced tools. Certifications must be scheduled in advance, and are limited to small groups based on Woodshop occupancy.
General Certifications for Woodshop Tools:

Students, faculty and staff who are interested in checking out basic hand tools from the Woodshop must first complete a General Tool Safety Certification.

These tools include, but are not limited to: cordless drills, sanders and jigsaws, handsaws, clamps, hammers and wrenches, the miniature table saw and miniature Miter saw belt sander, disc sander and spindle sander.

Intermediate Certifications for Woodshop Tools:

Students, faculty and staff who are interested in using the stationary tools in the Woodshop must successfully complete a certification process. These tools include, but are not limited to the panel saw, bandsaw, Miter saw, drillpress.

Machine Specific Certifications:

Specialized tools will now require specific certifications. These tools include but are not limited to: CNC routers, lathe track saw, Biscuit Jointer, Hand Router, jointer and planer.

Class Projects in the Woodshop:

Occupancy Guidelines prevent the Woodshop from hosting large groups or classes at a single time. Class-sized projects must be coordinated with the Woodshop staff to allow for scheduling and planning.

Spray Booth:

Instructions for using the Spray booth can be found on the VCUOFablab website. No appointment is needed to use the booth, but occupancy is limited. The Spray Booth may be accessed whenever the building is open. Items left in the Spray Booth beyond 24 hours will be disposed of.

FlexLab:

The FlexLab offers four work tables which can be individually reserved through the Booking System. The FlexLab may be accessed whenever the building is open.

In-House Production:

The FabLab, PrintLab and Woodshop will no longer be offering in-house production of furniture, fixtures, signage or items to support personal research.

5. Will there still be student employment?

Yes, there will be student employment this semester. The Student Employment Program (SEP) at VCUArts Qatar is designed to introduce the students to the professional workplace environment. It offers employment opportunities on campus in the fields of research, teaching, technology, and others. You can view all the available positions on the SEP Available Position Tool: https://intranet.qatarvcu.edu/apps/. Positions will remain listed until they’re filled.

The SEP positions are announced and listed once at the beginning of the academic year, and most are filled during the Fall semester. However, students may continue to access the SEP Available Positions tool in case a position becomes available. For more information about the SEP Program and the available positions, please visit this link: https://qatarvcu.edu/career-services/student-employment.
6. How do I apply for student employment?


In order to submit an application, you must upload a CV. If you don’t have a CV, you may submit the Student Profile Form, which can be found here: [https://qatarvcu.edu/images/uploads/documents/Student_Profile_Form.pdf](https://qatarvcu.edu/images/uploads/documents/Student_Profile_Form.pdf).

To view the full list of available internships, jobs, and open calls, visit the career services opportunities page: [https://qatarvcu.edu/career-services/opportunities](https://qatarvcu.edu/career-services/opportunities).

7. How can I access the Libraries?

The VCUarts Qatar Art and Design Library and the Materials Library operate in accordance with the university’s Return to Campus plan and the directives of QF and the MoPH.

Both libraries will be accessible to students. Beginning September 5, the Art and Design Library will be open from 9am-6pm; the Materials Library will be open from 10am-5pm.

Students may also request books from the Art and Design Library.

From August 23 to September 4, requested items may be picked up from the building’s main Security Desk.

From September 5 requested books may be picked up from the Art and Design Library’s information desk. Books may be returned to the portable book drop located just inside the building’s main doors or, during hours of operation, to the Art and Design Library.

The online collections of the VCUarts Qatar Art and Design Library remain available to students 24/7 and may be accessed through the library’s discovery platform.

Students may also schedule a virtual consultation with librarians and materials curators. Librarians and curators are available to join classes in-person, or online, for instruction and workshops.

Library books may be returned to the portable book drop located just inside the building’s main entrance.

Visit the [Art and Design Library website](https://qatarvcu.edu/) for more information on how to book appointments, request books, or to schedule a virtual research consultation with a librarian.

8. How do I get access to the Innovative Media Studios?

The Innovative Media Studios can be reserved online. You may also request equipment for pick-up. The Studios will also offer limited hours for walk-up equipment checkouts. The Fall semester hours are pending but will be posted and shared as soon as they become final.

9. Can I buy books and other materials from the Bookstore?

Bookstore hours are from 8am - 4pm, from Sunday to Thursday. The Bookstore is open for in-person purchases, but a more stringent regulation on social distancing and wearing of masks are mandated, and must therefore apply. Students can also purchase online through the Bookstore's online store: [VCUarts Qatar Bookstore](https://qatarvcu.edu/bookstore).

Buyers will be informed once their items are available for collection and orders will only be available for pick-up during specific times.
10. Will I be able to use the Writing Center resources this semester?

The Writing Center continues to offer online appointments. Book your virtual appointment with a Writing Center Instructor through the Writing Center’s online calendar.

11. What kind of student leadership opportunities are available for me?

The Student Life and Engagement (SLE) department offers a robust co-curricular Leadership Certificate Program where students can participate in several opportunities, including running for the Student Government Association. The process starts with one to one meetings with the Director of SLE.

Leadership opportunities are also available within clubs and organizations. More information about this is available on the Intranet under SA Clubs and Organizations.

12. Who are the people in the SLE department and how can I meet with them?

The SLE department can educate and mentor you in the following areas:

Student Life and Engagement and Student Activities: (student clubs and organizations, student field trips, orientation, student leadership, all aspects of student life, concerns, feedback, and suggestions)

Sarah Faheem
sfaheem@vcu.edu

International Education and Programming: (student housing, semester exchange and semester abroad program, international student support)

LaKisha Tillman
ldtillman@vcu.edu

General Assistance: (immunization records, student lockers, student ID card collection, student newsletter)

Karima Ilila
kilila@vcu.edu
Student Concerns & Questions

1. What precautions should I take if I am returning to Qatar?

The most current information can be found at Qatar Travel Policy.

2. Am I still assured of a harassment-free, safe, educational environment after the recent changes to Title IX?

Yes. There were changes to Title IX in the United States which do affect our work in Qatar. However, VCU created a policy to address these changes which apply to its Qatar campus. VCU’s Interim Sex-Based Misconduct Policy applies to the entire university community and third parties. The new policy is available for your review. VCUarts Qatar is committed to ensuring a safe educational environment through this new policy and other policies as listed in the Student Code of Conduct. These policies provide a fair and impartial process for all parties. If you have any questions please contact Dr. Katherine Wildman, Assistant Dean for Student Affairs at wildmank@vcu.edu.

3. What if I can’t come to campus or don’t want to come to campus, do I have to?

At this time, all students are expected to attend class in person unless otherwise noted by the course syllabus. While we believe strongly in face to face instruction, we know that circumstances beyond your control may prompt a temporary request for remote access. As such, we have launched a Temporary Access Exception Waiver program and form for those students requesting short-term assistance. Please see the explanation for the waiver program and complete the application, explanation, supporting documentation and certification statement to have your request considered. Applications could take up to five days for processing, so please apply early. The details of this program are listed below along with the link to the formal application.

Temporary Remote Access Exception Waiver

As we prepare for classes and the unique set of challenges of delivering in person learning in an art and design context, VCUarts Qatar is committed to maintaining the highest of educational standards to deliver a safe, inclusive, and stimulating learning experience for all students. Given the high premium of in-person participation in our offerings, it is vital to define a set of guidelines for encouraging student engagement. The following procedure offers general information for students and faculty to promote student learning and engagement while navigating extenuating circumstances.

In-person attendance is required except in classes specifically designated and approved for online delivery. The school recognizes extenuating COVID-19-related circumstances may prevent a student from temporary in-person attendance. A student may request remote access through the Temporary Remote Access Exception Waiver Form with appropriate documentation—underscored in this waiver form. VCUarts Qatar curricula are designed to be implemented in an in-person setting. Therefore, requests for online access are only considered in true extenuating circumstances. The burden of proof for short term exceptions to the in-person model is on the student.

Students who have an approved disability should consult with Assistant Dean for Student Affairs, Dr. Katherine Wildman. If a student believes their waiver is relevant for a reasonable accommodation, the student can submit an accommodation request through Personal Development and Counseling Services. This process requires written documentation from an attending physician among other requirements and may take several weeks for processing.
4. What should I do if I’m at high-risk of contracting COVID-19?

Read about resources for those in high-risk groups. More information is also available here -> Ministry of Public Health.

VCUarts Qatar will follow guidance from the Office of Student Accessibility and Educational Opportunity in Richmond as well as Qatar’s Ministry of Public Health (MoPH) on the specifications for the health and safety of vulnerable populations. It will ensure that everyone who requests accommodations as a result of their special circumstances will have their situation carefully and confidentially managed. VCUarts Qatar will continue to be as flexible as possible while meeting its academic goals and operational requirements.

5. Do I really have to wear my mask the whole time in the building?

Yes! Wearing masks appropriately reduces the risk of passing the virus on to others. We are all responsible for keeping our community safe and it allows us to comply with Qatar law. You can remove your mask to eat or drink in the building for a short time while seated and socially distanced. However you should wear your masks properly during the rest of the time.

6. I’m working on a group project. Do I really have to socially distance while we are working together?

Yes! We are all responsible for keeping each other safe. It’s especially important for students to honor their fellow students and instructors by maintaining a 1.5 meter social distance between each other.

7. I’m feeling uncomfortable with a fellow student coming too close or not wearing their mask appropriately. What should I say?

We are all in charge of keeping each other safe. Remind yourself that we are all human and trying our best. A simple, friendly reminder to your fellow student may help them realize you are feeling uncomfortable. One helpful way is to treat the situation as if someone is walking around with tape stuck to their clothes, or if their shoelaces are undone, or their bag is open and things are about to fall out, and they don’t know.

Or you could say something like, “I’m living with my little sister who is not yet vaccinated. Could you please help keep my sister safe by pulling up your mask?”, or even spreading your arms out like an airplane can help measure the distance between you and your colleagues. It could also be helpful to talk with your group of friends and make an agreement that you will help remind each other in thoughtful and kind ways.

8. A friend of mine (or employee) told me to pull up my mask. What should I do now?

Say thank you. It probably took a lot of nerve to talk with you about it. It’s always nice to be gracious in response and thank them for looking out for the safety and welfare of everyone. There’s no need to take this personally as we are all trying our best. The next step is figuring out what you need to do to prevent the issue in the future.
Reporting an illness, suspected or positive cases of COVID-19

1. **What if I am feeling sick and have a mild temperature? Can I still come to campus if I am not displaying the regular symptoms of COVID-19?**

   No. If you are feeling sick and not displaying the regular symptoms of COVID-19, you must not report to campus. If you feel sick and are displaying regular symptoms of COVID-19, call the MoPH hotline at 16000 immediately and follow their guidance. If you arrive on campus with a temperature of 38 degree Celsius or higher, you will not be allowed to enter.

2. **What do I do if I test positive for COVID-19 or if I need/want to report a student who tested positive?**

   Please contact VCUarts Qatar’s student COVID response team using this confidential email address: vcuqcovid@vcu.edu with the details of your case. They will respond ASAP with the next steps. Information they will want to know will include details of your situation, when you were last in the building or with members of the VCUarts Qatar community/Student housing, a copy of your official diagnosis and a plan of action (if you have one) for your health care as it is available. If you don’t have all of these details, please email vcuqcovid@vcu.edu with your name and diagnosis so you can be walked through the steps. VCUarts Qatar will also help establish, where possible, reasonable accommodations for your classes.

   VCUarts Qatar is committed to maintaining an environment that is free of all forms of discrimination. For every member of our community to thrive, especially as we continue to navigate life and university operations during a global pandemic, each institution must seek to foster mutual respect, support, and inclusion.

   During this public health event, where there are many unknowns, taking care of each other is just as important as taking care of ourselves. Making assumptions about or engaging in negative treatment of others based on perceived symptoms, medical conditions or abilities, national origin, racial and ethnic characteristics, or any other protected status hurts our community. Every person’s care, compassion, and empathy for each other makes a positive difference.

3. **What if I feel sick and show symptoms consistent with COVID-19 while at work on campus?**

   If you feel sick and develop symptoms consistent with COVID-19 while on campus, please notify a member of the QF Security team. You will be asked to return home immediately and contact the MoPH at 16000 for further guidance on next steps. If you do not feel well enough to drive home, an isolation room will be available at VCUarts Qatar until you are able to drive home or have made arrangements to be taken back home.

4. **When can I return to campus after an illness (falling sick or tested positive for COVID-19)?**

   You will only be permitted to enter the campus by QF Security if your Ehteraz app is green in color, you have been fully vaccinated, or had a Rapid Antigen Test valid within seven days of entry, or you have received a clearance certificate from your healthcare provider, and shared those documents in advance with the Covid Response Coordinator at vcuqcovid@vcu.edu and meet the other requirements for building entry. Please submit these documents a few days before access is requested if possible. After submitting these documents, you will be notified when you can return to the building.
5. What if I was in close contact with a person who tested positive for COVID-19?

Close contact is only determined by guidance from the MoPH via contact tracing. Every confirmed case has contact tracers assigned who can determine who is at risk and who should be tested or quarantined. You should wait to be contacted by the MoPH - don’t assume you have contracted the virus. Close contact can be very subjective - there are numerous reasons why a contact may or may not be considered close enough/long enough to pass on the virus. Simply being in the same hallway as a person or walking by them or being on their front step for a few minutes may not qualify as ‘close’.

It is natural to be nervous when you hear of a case in your environment, but you don’t have to take any action as the MoPH will advise you if they believe you have been exposed to risk.

If at any time, whether you feel you were in contact with a positive case or not, you develop any symptoms consistent with COVID-19, contact the nearest health center or a designated testing center to get tested for COVID-19 immediately.

If you test positive, please report your situation to Student Affairs via vcuqcovid@vcu.edu.

You will also need to provide a clearance certificate from a health care provider that your test results were negative before Facilities & Safety can grant you access to your studio or VCUarts Qatar premises.

6. What do I do if I’m concerned about another student’s/employee’s health status or concern about not following appropriate building safety protocols including wearing masks, washing hands, maintaining social distancing, etc?

We want our VCUarts Qatar community to be safe and respect each other. We will depend on each person doing their part to maintain the safety and security for all community members. If you are concerned about another community member, feel free to politely and respectfully remind others about our safety protocols. You can also speak with Assistant Dean, Dr. Katherine Wildman or Interim Director, Human Resources Archana Kumar about your concerns or contact vcuqcovid@vcu.edu.