Extending Option of Voluntary Virtual Site Visits Through April due to Coronavirus (COVID-19)

The CSWE Department of Accreditation and the Executive Committee of the Commission on Accreditation (COA) are extending through April the option for site visitors to employ a virtual site visit protocol as a measure to help prevent the spread of Coronavirus, which has now been classified by the World Health Organization as a pandemic (WHO, 2020).¹

The U.S. – based Centers for Disease Control (CDC)² recommends that business travelers:

- use videoconferencing for meetings when possible
- consider adjusting or postponing large meetings or gatherings
- assess the risks of business travel

If either the site visitor or the program request a virtual visit, Mrs. Bell (sbell@cswe.org) and Mary Kurfess (mkurfess@cswe.org) will work with both the program and the site visitor to facilitate getting the virtual site visit arranged.

Guidelines:

1. If a virtual visit occurs, it is preferred that it be by Zoom or another method that allows visual and audio participation by multiple participants simultaneously.

2. We ask that the site visitor and the program director be in contact and go through the visit agenda point by point to negotiate how each segment of the visit will occur, and revise the agenda to include the new negotiated details (i.e., who will set up the Zoom call or calls throughout the day, including to the President; how all parties originally intended to be included, such as students, staff, as well as faculty will be included, and all necessary contact information exchanged). The revised agenda and details of the visit should be in writing and emailed /shared between the site visitor and the program director and afterward be included in the site visit report.

3. The site visit report will still be due two weeks after the visit, and the program will still have two weeks to submit a program response once the specialist sends the site visit report to the program.
