Extending Option of Voluntary Virtual Site Visits Through December, 31, 2020 due to Coronavirus (COVID-19)

The CSWE Department of Accreditation and the Executive Committee of the Commission on Accreditation request that all site visits be conducted as virtual visits through December 31, 2020, as a measure to help prevent the spread of coronavirus, which has now been classified by the World Health Organization as a pandemic.¹

The U.S.-based Centers for Disease Control and Prevention² recommends that business travelers

• use videoconferencing for meetings when possible,
• consider adjusting or postponing large meetings or gatherings, and
• assess the risks of business travel.

If either the site visitor or the program have questions about conducting a virtual visit, they are to contact the CSWE Site Visit Coordinator, Mrs. Sheila Bell (sbell@cswe.org) or Director of Accreditation Mary Kurfess (mkurfess@cswe.org).

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 that they 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 such as students, staff, and faculty originally intended to be included, and now will be included; and how all necessary contact information will be exchanged). The revised agenda and details of the visit should be in writing and e-mailed/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 2 weeks after the visit, and the program will still have 2 weeks to submit a program response after the specialist sends the site visit report to the program.
