

Virtual Visit Policy and Disclosure Statement – COVID-19

14 September 2020

Due to the uncertainty surrounding GAC's ability to conduct Site Visits as normal, and the need for continuation of quality assurance activities, GAC will conduct Virtual Visits on a temporary, pilot basis during the COVID-19 pandemic. Through Virtual Visits, GAC can better manage the risks to our volunteers and Programs.

The intent of the Virtual Visit is to verify and supplement the evidence the Program has prepared to support the assertions in the Self-Assessment Report (SAR). Accreditation decisions are based on the GAC's evaluation of information contained in the Letter of Intent, the Self-Assessment Report, the Site Visit Report, and the Program's response to the Site Visit Report. All accreditation standards will be reviewed and are expected to be met.

When the danger of the COVID-19 virus to GAC volunteers and applicant programs is lessened, a physical visit to verify the findings of the Virtual Visit may be required. This would be a 1 to 2 day visit, with 1 or 2 of the Virtual Team members.

The following requirements apply when hosting a Virtual Site Visit:

Before the visit:

- The final Self-Assessment Report (SAR) will be provided to GAC, as scheduled. In advance of the Site Visit, GAC will provide the Virtual Visit Team with the Program's SAR and all related documentation including the Letter of Intent and decision letters.
- The Program will provide any additional requested materials in advance of the Virtual Visit.
- The Program must ensure that the Virtual Visit Team has access to appropriate and knowledgeable participants in all required meetings.
- The Program must ensure that participants have access to appropriate technology allowing their full participation in the Virtual Visit. This includes internet access and access to an electronic device that has audio and video capabilities.
- The Program must develop and disseminate contingency plans to all Virtual Visit participants – for example, participants may plan to use a laptop computer but may experience internet difficulty and should be able to switch to a smart phone for the meetings.
- The Program Administrator and GAC Virtual Team Lead staff will work together to develop a Virtual Visit agenda/schedule modified for the virtual format.

During the visit:

- The Program must ensure confidentiality of all meetings. Log-in information may NOT be shared beyond scheduled participants in each meeting.
- No-one other than individual(s) listed in the Virtual Visit schedule participant list may be present in the meeting room during interviews with Virtual Visit Team members. As with onsite visits, the program administrator may not attend all meetings. They are to be present only when indicated on the Virtual Visit schedule.
- No part of the Site Visit may be audio or video recorded, unless explicitly agreed upon by GAC and the program.
- If, for any reason, the Site Visit Team is not able to hold required meetings for technological or other reasons, GAC will schedule a subsequent, in-person or virtual, Site Visit.



Virtual Site Visit Process

- Other than the method of participation and some possible adjustments to the number of participants and/or meeting lengths, the virtual visit will parallel an onsite visit in every way, including a series of discussions over 2-3 days and an Oral Report/Exit Debrief on the final day.
- All technology needs for the Virtual Visit, except for the private meetings between the GAC Virtual Team, are the responsibility of the Applicant Program. This means that the technology must be tested and ready to deploy prior to the commencement of the Virtual Visit.
- The Program is responsible for working with all attendees other than Virtual Visitors to ensure that participants have the appropriate equipment to participate in the sessions with video. GAC requires all attendees to participate with audio and video.

Acknowledgement

I have read and acknowledge the technical requirements for the program to participate in a Virtual Visit by GAC. I understand that the accreditation decision will be made based on the body of information contained in the entire application, including the Letter of Intent, the Self-Assessment Report, the Virtual Visit Report and Recommendation and the Program's Response to the Virtual Visit Report. The GAC Directors may require additional information prior to making an accreditation decision. GAC reserves the right to conduct a short physical onsite visit, with a small team, to verify the findings of the Virtual Onsite Visit. As with any physical GAC onsite visit, the costs associated with this visit are the responsibility of the accredited program. Any questions or concerns should be shared with GAC staff.

The Program agrees to pay the Virtual Visit fee (\$2500) invoiced by GAC.

Complete the fields below and email the signed form to gac@pmi.org. A digital signature is preferred. If needed the document may printed, signed, and scanned in to create an electronic file. No mailed hard copies accepted.

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| _____ Program(s) Name | _____ University Name |
| _____ Program Administrator Name | _____ Title |
| _____ Program Administrator Signature | _____ Date |
| _____ | |
| _____ Dean Name | _____ Title (include College name) |
| _____ Dean Signature | _____ Date |