

## Continuity of Visits Plan

As part of the peer review process, MSA-CESS requires schools to share a Continuity of Education Plan. This document includes contingency plans to ensure that the school can continue to serve its students and to fulfill its mission, even in the event of a major disruption. Accordingly, MSA-CESS has developed its own continuity plan to ensure that accreditation visits can move forward even in the face of health and safety concerns, travel restrictions, international conflicts, or other potential challenges.

For schools that provide live, in-person instruction, MSA-CESS will aim to have a visiting team that is also entirely **in-person**. However, under certain circumstances, the MSA-CESS Volunteer Services team can switch the format to **hybrid** (some team members onsite and some virtual) or entirely **virtual**. Schools that provide exclusively online services will have virtual visits.

### Visit Format Descriptions

#### In-person visits (default format for all in-person schools)

All team members will plan to conduct the visit entirely in-person. The host school will make arrangements and provide for the team's lodging and meals during the visit and will also cover travel costs.

#### Hybrid Visits

Some team members will participate virtually, and some will attend the visit in-person. The host school will make arrangements and provide for the team's lodging and meals during the visit and will also cover travel costs. The school will also ensure that virtual team members have the ability to participate in meetings via Zoom or a similar platform, and it will provide the team with a brief tour video. MSA-CESS will provide the team with its own Zoom account and can provide one for the school as well if needed.

#### Virtual Visits

The team will participate virtually for the entire visit. The school will ensure that virtual team members have the ability to participate in meetings via Zoom or a similar platform, and it will provide the team with a brief tour video (if the school has a physical campus). MSA-CESS will provide the team with its own Zoom account and can provide one for the school as well if needed.

### Change of Format Process

Team members and schools plan differently for different types of visits, and a format change can be disruptive for everyone involved. With that in mind, MSA-CESS Volunteer Services will make all decisions about the format of a visit. A host school or team chair may use the following process to request a change of format:

- 1) Contact a member of the MSA-CESS Volunteer Services team

- 2) Provide the reason for the potential change of format (e.g. new restrictions on visitors, issues with obtaining travel visas, etc.)
- 3) Continue to prepare for the current format until Volunteer Services notifies the team and the school of a change of format, if approved
- 4) Once Volunteer Services has approved the change, make any new arrangements such as providing meeting links, sharing tour videos, etc., and contact the MSA-CESS staff with any questions regarding those arrangements

Volunteer Services may also change the format of the visit to allow volunteers to attend who would not otherwise be able to participate, due to an inability to travel to the school. However, whenever possible the staff will make every attempt to assemble a team that can all participate in-person.