

Suggestions for conducting appraisals during COVID-19

July 2020



Current conditions arising from COVID-19 have caused several monetary appraisals to be suspended temporarily until restrictions have been lifted enough to allow institutions to open safely. Institutions and their workplaces are still very much in flux and this uncertainty will continue for some time.

These unfolding events affect how NAAB conducts its appraisals. To accommodate institutions wherever possible, we would like to introduce some flexibility to our services when requests are made for an appraisal.

Typically, the members of a NAAB panel meet on-site to assess the records together, thus allowing a high level of informal exchanges of comments. In many cases, under the current circumstances, the institution may not have the appropriate space requirements to allow three or four appraisers to work together on-site and practice physical distancing. In these cases, we encourage appraisers to make arrangements with the institution to go in individually to review the records. This may mean that each appraiser might spend one or more days looking at the records to make the necessary notes. Ideally this could be done on consecutive days. Once the review has been completed, the appraisers could set up a teleconference or Zoom video conference to consult with one another to discuss their assessments and determine the fair market value of the fonds/collection. It would then be up to the Chair to draft the report and circulate it as per the usual procedures.

It may be that the institution has a large enough workspace to allow for the appraisers to be there together. Should this be the case, that is fine as long as the regulations of the institution allow it and the appraisers are comfortable with, and in agreement about, the available workspace.

Please remember, the decision to participate on a NAAB Panel is your choice and you are responsible for your personal health and safety before, during and after NAAB Panel sessions. You are also responsible for the cost and acquisition, wearing and maintaining of any personal protective equipment (PPE) and other supplies, such as disinfectant or hand sanitizer, that may be required or recommended. As a reminder, NAAB does not assume any responsibility and will not be liable for any illness, loss of income or other consequences in connection to any travel and work in connection to your participation on a NAAB Panel.

In keeping with current public health advisories, NAAB strongly recommends that appraisers wear an appropriate face mask or face covering when it is not possible to consistently maintain the recommended physical distance from others. In all situations it is incumbent on the appraisers to enquire about, and comply with, the local public health authority requirements and institution's rules.

Travel within or outside the province still remains a challenge and until we have a better idea about travel policies and restrictions (e.g. self isolating before and after, costs and general comfort taking planes) and hotel accommodations, we remain hopeful that we will adapt and develop adequate measures to address the shifting events and changing environment.