

CHECKLIST FOR REOPENING MEETINGS

It is suggested that groups have a detailed plan for reopening in-person meetings. As NA groups, we need to keep our Traditions in mind (paraphrased here):

4th Tradition – Groups are autonomous, *except when our actions may affect other groups or NA as a whole.*

10th Tradition – We have no opinion on outside issues, and so should *avoid being drawn into public controversy.*

12th Tradition – We should practice *spiritual principles in all our affairs*, including selflessness, responsibility, trustworthiness and compassion.

Below are items groups should take into consideration when planning to reopen, and suggestions for addressing them:

- Have you had a group conscience and have the support of your home group members to re-open?
- If you have been running a virtual meeting, will you be shutting that down or running a hybrid meeting?
- Have you sent an email to publicrelations@rochesterny-na.org updating them on your current meeting status with changes and updates with the date they go into effect?
- Have we visited the websites to CDC and state local guidelines to be sure we are in compliance with them?
- Have we spoken to the facility; do we have permission to meet where we rent? Does the facility have any specific requirements that must be adhered to when using the facilities going forward?
- Does your facility requires a sign-in sheet for social tracing purposes?
 - When using a sign-in sheet, it is preferred that everyone use their own pen
 - Who will have access to this sheet or can the meeting hold onto it themselves?
 - It is recommended to hold on to these sheets for 30 days
 - Have gloves and sanitizer available for anyone **signing papers.**
- Do we have plans for sanitizing before and after the meeting?
 - Clean all tables and chairs before members arrive; and after members leave.
 - Have spray cleaner and paper towels available for those who want to clean their own areas.
 - Make sure that restrooms (if open) have soap for washing hands.
- Have we thought about ways to encourage personal safety?
 - Wear your masks/face coverings to meetings.
 - Consider not serving coffee, and suggest that members bring their own drinks.
 - Have hand sanitizer available if possible.

Do we have a socially distant seating plan?

- Move chairs to allow for space between members.
- Consider designating a separate area for members with compromised immune systems
- You could use “reserved” signs on seats; make sure the designated space is away from high-traffic areas.

Are we prepared to take every precaution we can during the meeting?

- **Readings:** Download readings/books/IPs to avoid passing literature around the meeting.
- **Contributions:** Put the basket in a stationary place; or consider using a money app for donations.
- **Cleantime:** Spray **keytags** with disinfectant prior to the meeting; wear gloves when handing them out or just
 - o Or ask for raised hands only for milestone lengths of time and avoid passing out keytags.
- **Phone lists:** Create electronic versions of phone lists, or exchange phone numbers via text.
 - o **Do Not** hand your phone to someone to enter their number in your phone; do that yourself.
 - o Refer attendees to websites or apps for **meeting schedules** instead of using paper lists.
- **Closing Circle: Circle up without touching**, and maintain physical distance.

Have we thought about ways to accommodate those not yet able to meet in person due to health or other concerns? (Example: hybrid-virtual/physical meeting)

Have we come up with a plan on how to handle situations where we may have an overflow in attendance?

- Is there a completely separate space we have permission to use? (A large group, divided within a single room or space, is still a large group)

Have we carefully considered how reopening our meeting will affect our public image?

- Communicate with members and the public (as needed) about the precautions the group is taking to protect the safety of meeting attendees and the public as a whole.
- Add an announcement in the meeting format to clearly state and reiterate the precautions being taken to protect members.
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The following is an EXAMPLE of information that can be posted on the meeting door –

Welcome to the:

Group of Narcotics Anonymous

To protect the safety of our members:

- We will not be serving coffee tonight
- Please do not move the chairs
- We normally hug – Please be mindful that due to the COVID-19 situation not everyone will be comfortable with hugs. Please ask permission before giving a hug!
- Please use hand sanitizer upon entering and exiting the building
- Social distancing is required while seated
- If you cannot social distance, you must wear a mask
- ***If you feel sick, or have had a fever in the past 14 days, please refrain from attending the meeting in person. We reserve the right to ask anyone to leave if they are unwell.***

Alternate meetings sources are still available. Check these websites:

For listing of phone meetings: NAbyphone.org

For listing of local / worldwide virtual meetings: NA.org/virtual & virtual-na.org

For Rochester / local meetings: RecoveryisPossible.us & RochesterNY-na.org*

**Go to tab: meeting list / meeting finder + check the day of the week you are looking for and scroll down to see if a virtual meeting zoom page is listed to the far right of the meeting name. If there is a password listed, write that down (it does not automatically load into the Zoom page).*