

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 group should take into consideration when planning to reopen, and suggestions for addressing them:

- Have we visited the websites to CDC and state local guidelines to ensure that 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?
- Do we have plans for sanitizing before and after meeting?
 - ◆ Clean all tables and chairs before members arrived and after members leave.
 - ◆ Have spray cleaner available for those who want to clean their own areas.
 - ◆ Make sure restrooms (if open) have soap for washing hands.
 - ◆ Encourage hand washing.
- Have we thought about ways to encourage personal safety?
 - ◆ Wear your mask/face coverings to meeting
 - ◆ Consider not serving coffee/ snacks and suggest members bring their own drinks; or designate a coffee person that serves it's members.
 - ◆ **MUST HAVE** hand sanitizer and disinfectant available. *KCNA Area will provide first initial products upon reopening IF the group is **UNABLE** to do so due to lack of funds. After that, it is the group's responsibility to remain fully self-supporting through its members as per the 7th tradition.*
- Do we have a socially distant sitting gram?
 - ◆ Move chairs to allow for space between members
 - ◆ Consider designating a separate area for members with compromised immune systems-*could use reserve signs on seats; make sure the designated spaces away from high traffic areas, bringing your own chair is also an option.*
- Are we prepared to take every precaution we can during the meeting?
 - ◆ Discuss designating a "greeter" to inform members of safety guidelines upon welcoming.
 - ◆ **Readings-** download readings/books/IPs to avoid passing literature around the meeting.
 - ◆ Consider laminating readings for easy disinfecting.
 - ◆ **7th Tradition:** consider disinfecting contributions, keeping 7th tradition basket stationary in place, or consider using a money app for donations.
 - ◆ Have gloves and sanitizer available for anyone **signing papers** or use a stamp. (Vistaprint/ Bakersfield rubber stamp)
 - ◆ Spray **key tags** with disinfectant prior to the meeting, wear gloves when handing them out.
 - ◆ Create electronic versions of **phone-lists** or exchange phone-lists via text.
 - ◆ Refer attendees to websites or apps for **meeting schedules** instead of using paper lists
 - ◆ **Circle up without touching** and maintain physical distance or stay in seats to pray out

- ❑ Have we thought about ways to accommodate those not yet able to meet in person due to health or other concerns?
 - ◆ Example: hybrid/ virtual meetings (physical meetings group conscience).
- ❑ 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.)
 - ◆ Are we willing to create a zoom overflow room?
 - ◆ Display a “maximum capacity” disclaimer and refer to zoom overflow or other in-person/zoom meeting list.
- ❑ Have we **carefully** considered how reopening our meetings will affect our public image?
 - ◆ Communicate with members, facility owners, and the public (as needed) to find necessary guidelines/ safety procedures and precautions the group is taking to protect the safety of meeting attendees and NA as a whole
 - ◆ Add an announcement to the meeting format to **clearly** state and reiterate the precautions being taken to protect members. Should follow the wording handed down by meeting facility, public health department, and the CDC.

The following is an **example** of information that can be posted at the door:

Welcome to the _____ group of Narcotics Anonymous. In order to protect the safety of our members please do not move the chairs. We normally hug please be mindful that given the COVID-19 situation, we were advised to forego touching, and not everyone will be comfortable with hugging please ask permission beforehand. If you feel sick or having had a fever in the past 14 days, PLEASE refrain from attending the meeting in person virtual meetings are still available at:

- kcna.org/meeting.html
- <https://www.facebook.com/groups/209441873620894/ref=share>
- https://www.na.org/?ID+virtual_meetings