

Template COVID contract between AA meeting and meeting venue

Not being able to meet in person has been a great loss to us. Resumption of our meetings in person is very important to us and even more importantly to the newcomer who wants sobriety but may have difficulty finding virtual AA meetings. It is our desire to resume meeting in person fully compliant with personal safety protocols required by The Center for Disease Control (CDC), the State, and the Church. We will modify our service positions or create new ones as necessary to support the protocols and all personal safety requirements.

Who is in charge and how can they be reached?

Church Liaison –

Treasurer and Materiel –

Secretary –

Contact Tracing Coordinator (sign-in and records keeping) –

Compliance Coordinator (social distance greeter and temperature taker) –

Cleaning Coordinator (Set-up and clean up) –

- A designated member will be in charge of contact tracing in the event of a positive COVID case. Should state or government officials need to contact someone with a regular/consistent presence at the meeting, they can reach out to our Contact Tracing Coordinator,
- Contact tracing will be followed with members signing an attendance sheet, including name, email and phone number upon entry. The weekly list will be maintained by our Contact Tracing Coordinator. The Coordinator will ensure that guests sign in and that by signing in and entering the premises they are holding the Church harmless from any liability, Covid related or otherwise.
- A designated member will also be responsible for making sure the meeting is stocked with disinfectant wipes, hand sanitizer, extra face-masks and other material as required.
- In the event an attendee refuses to sign in, they will be directed to an alternative virtual meeting or to seattleaa.org that lists all virtual meetings for the area.
- The door will be closed and locked when seating capacity is reached.

How will you communicate to attendees what they need to know to attend safely?

- We will amend our opening announcements to include all pertinent information for attending safely including but not limited to social distancing, mandatory masking at all times, answering CDC guidelines (posted in the window) upon entry, sanitary practices, etc.
- Members will be asked to “gel in and gel out” (using the hand sanitizer provided) before entering the meeting, and before leaving the meeting.
- Masking is mandatory at all times when attending the meeting. Members are to keep their masks on, covering their nose and mouth at all times. This will be included in the opening announcements.
- Before the meeting starts, our Compliance Coordinator will serve as a “social distance greeter” who will stand outside the front door – maintaining a distance of more than 6

feet from the door and wearing a mask – asking attendees to read and answer the CDC Guidelines posted in the window before entering making sure they can answer “no” to all questions (full questionnaire detailed in subsequent bullet-points). They will also let members know of our “gel in and gel out” policy, and make sure attendees are wearing a mask before entering the building, providing one if needed.

- A table will be set up just inside the door with hand sanitizer, pens (a cup for clean pens and one for used pens), a placard with personal safety instructions, extra masks and cleaning wipes for chairs and other surfaces that might have been touched.
- Included in our opening announcements and on our sign-in sheet will be language that attendees of the meeting are implicitly agreeing, by their presence at the meeting, that they have answered said CDC questions and will abide by proper safety regulations throughout the meeting. Also that they hold the Church harmless from any liability whatsoever by their attendance at the meeting.

Symptom screening – what will you require for people attending meetings?

- Meeting attendees will be required to wear a mask covering their nose and mouth at all times. Any physical contact will be discouraged.
- Attendees will be required to “gel in and gel out” using the hand sanitizer provided.
- Attendees will be asked to read and answer the CDC Guidelines posted on the door on a 2x3’ poster before entering. These questions include:
 1. Have you or anyone you have been in contact with been tested for COVID-19?
Yes or No
 2. Do you, or anyone you have been in contact with, have a fever, GI symptoms, cough or shortness of breath? Yes or No
 3. Have you had a recent increase in cognitive confusion, difficulty word finding, different than your normal behavior? Yes or No
 4. Have you, or anyone you have been in contact with, traveled outside of the US in the last 14 days, or had contact with anyone known to have COVID-19 infection, or an infection site, in the last 14 days? Yes or No?
 - If you answered YES to any of these questions, we ask that you do not enter for the safety of yourself and others.
 - If you answered NO to all questions, please come in and join us in the spirit of fellowship and recovery.
- Our greeter will also ask attendees to ensure they are respecting social distancing and give their neighbor in front of them at least 6 feet of space. Their temperature will be taken by a volunteer before they enter Seaman Hall.
- Opening announcements will state attendance is an implicit agreement that members have read and agreed to the CDC guidelines posted in the window, will keep their mask on at all times, not consume food or beverage while attending, etc.
 - No food or beverage is allowed during the meeting. Nor will entrance to the kitchen area be allowed. The kitchen area will be kept closed.

Promoting mask compliance/how to properly wear a mask?

- We will direct attention to the CDC guidelines posted on the door on how to properly wear a mask as well as announcing that attendees must keep their mask on covering their nose and mouth at all times while attending the meeting, even while sharing. The sign will also ask for 6ft social distancing at all times,
- If a member removes their mask during the meeting, it will be the secretary or Compliance Coordinator's responsibility to remind members to keep their mask on throughout the entire meeting even when they are speaking. We will provide masks at the front door if attendees do not have one.
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Encouraging hand washing and use of hand sanitizer.

- This will also be included in the announcements. We will set bottles of hand sanitizer outside as well as inside and state that there is a 'gel-in; gel-out' policy to be safe and sanitary. Sanitizer wipes will also be provided in the men's bathroom and the on the kitchen counter. "Wash Your Hands" signs will be posted in the restrooms.
- Post "Only one person at a time" signs for the restrooms.
- 6ft social distance marks will placed on the floor outside the restroom.
- Signs will encourage members to "clean what you touch."
- Restroom windows will be opened to allow airflow and closed at the meetings end.

How will you maintain physical distancing in seating?

- Chairs will be set up spaced 6 feet apart before the meeting begins. We will include in the announcements to please return the chairs to storage. We will also re-measure the chairs before meetings to ensure that they have been kept 6 feet apart by any previous meetings. Tables will not be set up except for the sign-in table at the door.

How will you cap attendance at the limits set for this space?

- Once chairs inside have been filled, nobody else will be allowed to attend the meeting indoors. Overflow will be directed to other meeting alternatives.
- The maximum number of attendees for the Hall is estimated at 25 and will not be exceeded until the CDC guidelines change.
- The floor of the meeting Hall will be marked with tape or a decal placed the correct social distancing of 6 feet in all directions. If marking the floor is not acceptable, chairs will be measured 6 feet apart for each meeting. It is expected that the seating diagram will be in the square area of the Hall allowing for ample distancing en-route to the restroom. The kitchen door will be closed and marked with a "DO NOT ENTER" sign.

How to move people in/out before/after the meeting to maintain social distancing?

- Members will be asked to exit the building one at a time, 6 ft apart, by row. Those seats closest to the door will exit first at the end of the meeting.
- We will include in the announcements that congregating is discouraged and that if members wish to fellowship after the meeting, please do so in the parking lot with social

distancing adhered to. Please do not congregate indoors. Members will also be asked to remain seated and may not leave and reenter the meeting for smoke breaks, phone calls, etc.

Cleaning protocol

- The Secretary and Cleaning Coordinator will be responsible for making sure all surfaces, door handles, light switches, bathroom door handles and locks, chairs, etc. have been cleaned.
- At the beginning of the meeting, we will ask for volunteers to help with this and check out with the secretary or Cleaning Coordinator what has been cleaned before leaving.
- Final cleaning confirmation falls under the secretary's responsibility.
- Gel-in and gel-out policy will be followed as previously stated.
- Cleaning will be performed using the disinfectant wipes provided by the group
 1. It is our intent to use Lysol and Clorox wipes as required. The Cleaning Coordinator will manage equipment inventory and make sure the meeting does not run out of disinfectant wipes, masks, etc.
 2. We will keep hand sanitizer on hand and sufficiently stocked.
 3. 80 spare face-masks will be on hand in the event a member shows up without a mask. We will also maintain a stock of face masks.
- There will be a 2-person maximum for use of the restrooms at any given time to allow for social-distancing: 1 using and 1 waiting.
- Disinfectant wipes will be available in both the men's and the women's restrooms for sanitary purposes. Only 1 person at a time will be allowed in the restroom. 1 person will be allowed in the hall if they maintain social distance.

Restricting building use to one entrance/exit

- We will include in the opening announcements that we only have use of the downstairs room and bathrooms. Nobody is allowed in the hallway to make phone-calls and must do so outside. If they exit the meeting they may not return.
- We will have signs posted on the hallway doors that this area is restricted. If anybody is seen ignoring the sign, someone from the meeting (secretary/Compliance Captain situated at the front) will tell them they are not allowed in the hallway.

Plan if someone tests positive for COVID-19 or exhibits symptoms at the church:

The person will be asked to go home immediately and contact their medical provider for direction. If unable to drive home they will be isolated in their automobile or in the restroom and the restroom will be marked off limits to others. As will the area in which they were sitting.

If unable to drive themselves, we will call 911. We will notify the pastor of the event.

Should there be a confirmed positive COVID-19 case reported by the Department of Health, Thursday Men's Stag will suspend live meetings and comply with all necessary contact tracing as directed by the Department of Health.

- Should someone from the group test positive, we will inform the Secretary and Contract Tracing Coordinator and ensure that contact tracing is conducted, as well as any other precautions deemed necessary. We will not return to the church for meetings until given permission by the Church and until members have taken proper precautions to get tested and return a negative COVID test result.