

## 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):

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

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

**12<sup>th</sup> 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 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?
- Have we thought about ways to encourage personal safety?
- 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 – could use “reserved” signs on seats; make sure the designated space is away from high-traffic areas.
- 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.

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:

- 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!
- If you feel sick, or have had a fever in the past 14 days, please refrain from attending the meeting in person. Virtual meetings are still available at **(insert virtual meeting information here)**