

GUILDFORD MONDAY BIG BOOK STUDY GROUP
FACE 2 FACE MEETING: 12 POINTS AGREED BY ATTENDEES

1. The meeting times are 19.45 - 21.00. Please arrive at least 10 minutes before the start of the meeting
2. GDPR: your contact details will be stored for tracing purposes only. The information is treated as highly confidential
3. Health: if you have any symptoms of Covid-19 (persistent cough, high temperature, loss of taste or smell), please do not attend our meeting
4. Parking: please leave the attached parking permit on view in your car. The meeting is in the lecture theatre at the Education Centre. The Education Centre is near the top car park at Royal Surrey hospital opposite the West Wing entrance
5. General: please do not enter any other hospital building. Please bring a face mask and wear it at all times. No drinks or snacks are provided but you may bring your own tea, coffee or soft drink. Please take the cup and any other rubbish away with you when you leave. Also, please use the hand gel provided when you enter and leave the building
6. Attendance: If you are unable to attend, please advise me beforehand so we can allocate your seat to another member
7. Liability: Royal Surrey hospital has agreed to clean the meeting premises before and after our meeting and will supply hand gel. I attach copies of the agreed risk assessment. Social distancing applies - please sit in allocated seats only and do not get closer than 2 metres to another person whilst inside the building. By agreeing to attend our face to face meeting, you are acknowledging that an inherent risk of exposure to Covid-19 exists in any public place where people are present. You therefore assume all such risks
8. Handling literature: please use the hand gel provided if you are in physical contact with any literature including shared Big Books
9. Hybrid meeting. Members who join us via Zoom will have their faces projected onto a screen in the theatre
10. Sharing: sharing will alternate between Zoom members and members present in the room. If you wish to share, please raise your hand and wait to be picked. Zoom members will use the raised hand share facility in the 'Participants' feature
11. Time: sharing time is limited to 3 minutes and 30 seconds. After members have shared for 3 minutes, a volunteer will indicate that they have 30 seconds left of sharing time. They are asked to draw their sharing to a close within the time allocated so that as many members as possible can share
12. Responsibility: the members of the Guildford Big Book Recovery Group ask you to kindly respect the need for the restrictions outlined above. Our aim is to hold a face to face meeting which is helpful, enjoyable and safe to attend. Failure to adhere to these conditions may lead to the permanent closure of our face to face meeting. Royal Surrey hospital has been exceptionally generous and helpful to our group. In return we hope to repay their faith in us by looking after their premises and by helping any visiting patients from their Alcohol Dependency Unit. Where possible, please welcome any visiting patients from the wards and offer them your contact details.