

Starting Up Face-to-face Meetings

General Service Office & Board Guidelines / Considerations for Physical Meetings

Group: Guildford Monday evening Big Book Recovery

Venue: The Education Centre Lecture Theatre, Royal Surrey Hospital, Guildford, Surrey

Traditions: the group considers that it is fully adhering to Tradition 1 (AA Unity) and Tradition 4 (group autonomy / affecting other groups or AA as a whole) whilst protecting the positive reputation and goodwill of AA in the community.

Questions to consider:

1. Does your group have a complete contact list to communicate with group members?

Group members belong to a WhatsApp group. Members can be contacted easily and quickly should there be any issues

2. How will your group confirm the maximum number of people permitted in your meeting space?

- i) A group member is responsible for registration. Attendees must make contact by email (pi@aamidsurrey.org.uk) or text which includes their email address
- ii) The hospital allows maximum 35 people in a seating capacity of 200. We reserve 5 spaces for hospital patients (Alcohol Dependency Unit)
- iii) Once the capacity is reached, applicants are offered a space at future meetings

3. How will your group ensure that this maximum is not exceeded?

The entrance door is manned. Only registered members are allowed into the meeting. If an unregistered person arrives, he/she can enter if capacity is not exceeded and that name, phone number and email details are provided.

4. How will your group ensure that the appropriate social distance is maintained?

Separate entrance / exit, spaced rows and seats as determined by the hospital

5. How will your group ensure face masks are worn where appropriate?

- i) Each attendee is sent an email which requests that they bring a face covering
- ii) One the day of the meeting, a text alert message is sent to every attendee reminding them of the need to bring a face mask
- iii) Each attendee is asked to produce a face mask on arrival at the meeting
- iv) The group has spare face masks if needed

6. Will your group require members to have temperature checks, for instance, at home before the meeting, or even at the meeting?

The hospital has not requested this. Each attendee receives an email requesting that they should not attend if they have any symptoms of Covid-19

7. How will your group sanitize contact surfaces before and after each meeting?

The hospital provides a cleaning service before and after each meeting. Hand gel is provided in the meeting room. Attendees are asked to use the gel on entry and exit

8. Will your group provide sanitizing gel or wipes for those arriving?

The hospital provides all sanitizing equipment

9. What if someone in your group needs to be tested for COVID-19? Will you keep a record of each attendee at each meeting so they may be informed while results are awaited? Who will hold this list? At what point may this list be destroyed?

One group member has been appointed to hold the registration list. It is a confidential document. Attendees are alerted to the necessity of keeping this data. It is destroyed after 3 weeks.

10. What if contact tracing is necessary? How will your group help local health officials do contact tracing?

The list of attendees can be accessed by health officials. The list includes the name, mobile number and email address of each person who has attended each meeting within the last 3 weeks

11. If passing a physical basket is impossible, how will your group collect 7th Tradition contributions?

Tradition 7 buckets are provided so that attendees can drop cash into them on exit. The treasurer has an iZettle card reader. No physical contact or anonymity issues

12. How will physical materials (scrolls, literature etc) be handled?

The scrolls, Big Books and pamphlets are kept on site. Books are wiped with sanitizer if shared

13. Will your group eliminate the distribution of coffee and food?

No food or drinks are provided. Attendees can bring tea/coffee/soft drinks but must take everything away with them so that we leave the room as we found it

14. What is your group's policy if an attendee is openly sick (eg coughing or feverish?)

The person is asked to leave the meeting immediately. He/she will then be contacted to establish if they are being tested for COVID-19. Health officials may be contacted as a result

15. Does your group have insurance cover?

Each AA group in South-East Region is covered under the Region's public liability insurance. The insurance is valid provided the group adheres to government guidelines on social distancing. Each attendee receives an email before they attend stating that they must assume all risks which relate to COVID-19.

Hybrid meetings:

Each attendee is advised by email that we run a hybrid meeting and that the faces of Zoom members are shown by projector onto a large screen. Our meetings are not recorded.