**Suggested Checklist for Re-Opening 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:

**4th Tradition - Each group should be autonomous except in matters affecting other groups or NA as a whole.**

**10th Tradition – Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.**

**12th Tradition – Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.**

Below are items groups should take into consideration when planning to reopen, and suggestions for addressing them:

1. Have we visited the websites to CDC and Maryland local guidelines to be sure we are in compliance with them?
2. 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?
3. Do we have plans for sanitizing before and after the meeting?
4. Clean all tables and chairs before members arrive and after they leave.
5. Have spray cleaner and paper towels available for those who want to clean their areas.
6. Make sure restrooms (if open) have soap for washing hands.
7. Do we have a socially distant seating plan?
8. Move chairs to allow for space between members.
9. Consider designating a separate area for members with compromised immune systems.
10. Bring your own chairs and coffee?
11. Are we prepared to take every precaution we can during the meeting?
12. Readings: Download/books/Ips to avoid passing literature
13. Contributions: Put the basket in a stationary place or consider using a money app for donations.
14. Have gloves and sanitizer available for anyone signing papers.
15. Keytags: Wear gloves when handing out.
16. Phone Lists: Electronic versions
17. Meeting Lists: Refer to website.
18. Circling Up: Maintain distance, other options, closing prayer from your seat?
19. What ways can we accommodate those that are still not able to meet in person due to health concerns?
20. Hybrid virtual meeting
21. Have we come up with a plan on how to handle situations where we may have an overflow in attendance?
22. Is there additional space that can be used?
23. Have we carefully considered how reopening our meeting will affect our public image?
24. Communicate with members and the public (as needed) about precautions the group is taking to protect the safety of meeting attendees and the public as a whole.
25. Add an announcement in the meeting format to clearly state and reiterate the precautions being taken to protect members.

**Possible Information to post at the meeting door:**

***To protect the safety of our members:***

* ***Please do not move chairs***
* ***We normally hug – Please be mindful that due to the COVID-19 situation, not everyone will be comfortable with hugs. Pleas 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.***