

Guide lines for The Pleasant Hill Group Meetings

- Begin with meetings: 7:00AM Sun-Thurs & 5:30PM Mon-Fri
- 20 chairs fit to keep with 6' of distance between (including secretary)
- Create Co-Secretary service position to assist Secretary with new meeting procedures
- Create service position for weekly floor/room cleaning

Secretary/Co-Secretary Duties:

- Open front door, back door by literature room & windows and leave open for duration of meeting
- Get out wipes & thermometer from literature closet
- Wipe down highly touched surfaces: tables, door knobs/handles, laminated readings, thermometer, etc.
- Either Secretary or Co-Secretary to take temperature of all meeting attendees, anyone with a temperature of 100.4 or higher may not be allowed to stay
- Encourage all attendees to read postage signage prior to entering room
- Secretary/Co-Secretary to handle literature sales & new comer packets
- Secretary to use general meeting format which will be laminated and taped to front desk as well as read out loud The Social Distancing Requirements
- After meeting, count money left in 7th tradition basket, pink can & cleaning supply can and deposit in safe
- Ask for volunteer(s) to help wipe down all chairs and highly touched surfaces after meeting
- Return wipes & thermometer to literature room
- Close all doors & windows
- Lock up
- Make sure there is no prolonged fellowshiping outside
- Key exchange between outgoing and incoming secretaries to go through Coordinator (Nick A.), Co-Coordinator (Brian D.) or Treasurer (Byrd D.) so new Secretaries will receive proper training on procedures
- Conduct "practice meeting" with all Secretaries prior to opening for in-person meetings
- Provide gloves for Secretary use only

General Requirements / Recommendations:

- Masks required at all times
- Temperature taken at door
- Use hand sanitizer upon entering - Install/provide hand sanitizer at front door (Brian was able to get gel sanitizer, Judy (landlord) has provided dispenser for our use)
- Maintain social distance, do not move chairs off red "x"
- No Coffee Service
- Ok to bring own coffee, water, etc.
- No food to share

- Book study meetings: attendees must bring own book
- Write digital contribution information on the white board, encourage those means of contribution
- No use of white board or chalk board
- Coffee can to be used to collect money for cleaning supplies
- No contact closing of meeting
- Vacate room within 10 minutes of meeting end, no prolonged fellowshipping
- Use of handicapped restrooms only
- No use of entrance at end of hallway, other than emergency
- Encourage use of “AA Tool Kit” app – has standard meeting readings, preferable to use over laminated copies