

**AI-Anon/Alateen Checklist for Group Usage During COVID 19**

ITEM - Based on Group Requirements - Not all items apply to every group	TYPE OF MEETING		
	Face to Face	Zoom/ Electronic	Hybrid
Group Info Update - Contact DR with meeting changes, additional form may be required <a href="https://al-anon.org/for-members/group-resources/group-records/changes-existing-al-anon-group/">https://al-anon.org/for-members/group-resources/group-records/changes-existing-al-anon-group/</a>	x	x	x
Notifications – Communication from facility for reopening FTF meeting	x	NA	x
Notifications – Email, text, calls, updates to notify members of FTF meeting reopening	x	x	x
Attendee limit - Number of attendees/limit allowed per meeting (state and facility requirements)	x	NA	x
Attendee limit – How to handle overflow for F2F meeting	x	NA	x
Seating – Trusted Servants willing to arrange chairs before and after meetings or designate "spacing chairs" with signs and/or tape. If outdoor meeting, bring own chairs and prepare to space accordingly.	x	NA	x
Masks – For members who do not have, how to purchase, stock distribute or require members to bring their own.	x	NA	x
Masks – How group will handle if attendee refuses	x	NA	x
Hand sanitizer - Who is responsible for purchasing, stocking, distributing if group/state/facility requirements	x	NA	x
Cleaning Requirements - Who is responsible for purchasing, stocking supplies and maintaining the sanitization of the group meeting room?	x	NA	x
Signage – Signs in and outside of building directing to meeting location	x	NA	x
Signage – Sign at physical location notifying of electronic meeting	NA	x	NA
Signage – Notification of meeting requirements (masks, distancing, etc. - see link to CDC guidelines)	x	NA	x
Meeting Readings – Replace shared folders, notebooks, calendars, phone lists, etc. with "nonshared "	x	NA	x
Meeting Readings – Create electronic copy of opening/closing/steps/traditions, etc. for distribution.	NA	x	x

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Meeting Readings – Update openings/closings with instructions related to cleaning, distancing, etc.¹	x	NA	x
7th Tradition – Options for “cashless” contributions	x	x	x
7th Tradition – Basket in center of room/only Treasurer handles money	x	NA	x
7th Tradition – options for mailing contributions	x	x	x
Communication - Ongoing - Trusted Servant to ensure phone lists updated and text/email/phone "tree" current in case meeting closures, changes, etc. need to be announced	x	x	x
Communication – Process for notification to members if exposed to another member who tests positive for COVID-19. For all face to face meetings, including outdoor meetings, an attendee list may be required for contact tracing purposes, in accordance with state mandates.	x	NA	x
Newcomers – How to provide Newcomer Packets/link to WSO Newcomer Info, phone lists, etc. Link for newcomers: <a href="http://www.al-anon.org/welcome">www.al-anon.org/welcome</a>	x	x	x
Literature – How to display and collect funds for literature sales	x	x	x
Technology - Set up of Online meeting or Conference Call	NA	x	x
Trusted Servants - Members willing to “host” or "co-host" electronic meetings	NA	x	x
Other - Ongoing - Direction to group regarding who has voice and vote on group issues	NA	x	x
Technology - Face to Face Member(s) willing to “bring” others into room via phones, tablets, bring in a speaker, etc. (note test Wi-Fi system)	NA	NA	x
<b>Face to Face Outdoor meetings - special requirements</b>			
Members bring own chairs? Mask?	x	NA	x
Will Zoom/Electronic meeting work outdoors (for Hybrid meetings)?	NA	NA	x
How to cancel and notify members in the event of inclement weather.	x	NA	x