

Group Inventory for opening

- 1) Have you talked to your landlord and been given the okay to open and if so have you discussed with them any criteria they may have above and beyond the Department of Health criteria?
- 2) Can your meeting space accommodate 50 people with chairs and have a 6 foot distance on each side, 6 feet in front and 6 feet behind? If not what is the meetings seating limit? Is there an extra meeting room you could use?
- 3) Do you have an entrance and an exit point? If only one door, how will you manage physical distancing for people entering and exiting?
- 4) Do you have disinfectant, hand sanitizer, etc and a plan in place to keep your meeting space and members safe?
- 5) Have you adjusted your meeting format to address safety etc?
- 6) Will you have a greeter counting people as they enter and do you have a plan if more people then your space can accommodate show up?
- 7) Do we have hand sanitizer, disinfectant wipes, masks and gloves. This may help visiting members feel safe, comfortable and welcome.
- 8) Have we sent our group's information, including any special details or protocols, to the area secretary to be shared with the fellowship?

These are some questions for your group to consider, in addition to the information sheet, to help you open a safe and well planned meeting.