

Health Measures Checklist

This checklist is intended to help you ensure that you have taken the steps necessary to ensure a safe meeting environment. Check back for updates as conditions change.

Measures To Protect Trusted Servants' and Meeting Participants' Health

- All trusted servants (that is, meeting members who hold service positions) and meeting participants have been told not to come to the meeting if they are sick.
- Symptom checks are being conducted before the meeting. (Skip to the last page of this document for [Health Screening Questions](#)).
- All tables and chairs are separated by at least six feet.
- Restrooms and other common areas are being disinfected frequently, on the following schedule:
 - Restrooms are sanitized BEFORE and AFTER the designated meeting time.
 - All tables, chairs, and surfaces are wiped down BEFORE and AFTER the designated meeting time.
- Disinfectant, disposable gloves, and related supplies are available to all participants at the following location(s):
- Hand sanitizer effective against COVID-19 is available to all participants at the following location(s):
- Soap and water are available to all participants at the following location(s):
- Copies of this checklist have been distributed to all trusted servants.
- Optional—Describe other measures:

Measures To Prevent Crowds From Gathering

- Have an attendance monitor limit attendance to the legally permitted number of participants.
- Ask participants to maintain at least six feet of distance from one another whenever possible.

- Limit meeting length to 1 hour, with no break, to minimize the length of contact of the participants.
- Discourage gathering in the area BEFORE and AFTER the meeting, to minimize the length of contact of the participants.
- Optional—Describe other measures:

Measures To Keep People At Least Six Feet Apart

- Place tape or other markings at least six feet apart in areas where lines may form (e.g., outside restrooms).
- Place chairs and tables at least six feet apart at the meeting location.
- Instruct all trusted servants and meeting participants to maintain at least six feet of distance from each other, and have a plan for contactless handoff of materials such as books and chips.
- Prevent meeting participants from circling up at the end of the meeting and holding hands to maintain six-foot distance.
- Optional—Describe other measures:

Measures To Prevent Unnecessary Contact

- Require meeting secretary and any other trusted servants to wear gloves while handling any meeting materials, literature, meeting cards, or other items that may come into contact with another meeting attendee or trusted servant.
- Provide for contactless 7th Tradition donations by placing the 7th Tradition basket or other container in a stationary location, and sanitize the donation container BEFORE and AFTER the meeting. Require the trusted servant responsible for collecting and handling donations to wear gloves and/or utilize an electronic donation system.
- Utilize electronic copies of readings that meeting participants can access from their phones or tablets and/or provide one-time-use readings that will be discarded after each meeting.
- Sanitize all birthday chips prior to distribution and organize a contactless presentation.
- Prevent meeting participants from serving themselves with any food-related items by not providing coffee, snacks, or other items. Alternatively, have a designated trusted servant to serve food and drinks.

Optional—Describe other measures:

Measures To Increase Sanitization

Make disinfecting wipes that are effective against COVID-19 available at the meeting location.

Assign trusted servants to disinfect high-contact surfaces frequently, in addition to BEFORE and AFTER designated meeting time (e.g., door handles).

Make hand sanitizer, soap and water, or an effective disinfectant available to trusted servants and meeting participants at or near the entrance of the meeting space, near literature, and anywhere else inside restrooms or immediately outside where people have direct interactions.

Disinfect all surfaces (e.g., chairs, tables, door handles, light switches, etc.) with wipes or cleaning materials effective against COVID-19 BEFORE and AFTER the designated meeting time.

Optional—Describe other measures:

Measures To Facilitate Contact Tracing

Ask all trusted servants and meeting participants for contact details.

Bring the meeting phone list up to date, and ask new participants if they wish to join the list.

Create a list of all participants for today's meeting, including their contact information; then sign it, date it, and file it for possible future use.

Optional—Describe other measures:

Health Screening Questions

- Do you have a fever?
- Have you had a fever within the last 72 hours?
- Do you have any of the following symptoms?:
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Have you been in direct contact with a person who has, or is under examination or observation for having COVID-19 and are you showing any signs of symptoms (as noted above)?