

10 Questions to consider for physical meetings

1. Does your group have a complete email/phone list to communicate with group members?
2. Will your group designate a "contact person" to receive messages and notify the group if someone from the meeting reports contracting COVID-19?
3. Will you keep a record of each attendee at each meeting so members can be informed if someone in the group contracts COVID-19? At what point may this list be destroyed?
4. If contact tracing is necessary, how will your group help local health officials?
5. How will your group ensure appropriate social distancing?
6. How will your group limit the number of members in a room to the maximum permitted in your meeting space?
7. How will your group ensure facemasks are worn?
8. Will your group ask members to have temperature checks at home, before the meeting?
9. How will your group sanitize contact surfaces before and after each meeting?
10. How will physical materials (bins, meeting binders, literature, meeting and phone lists, etc.) be handled? What about the set-up and breakdown of a meeting?