

**Group name: San Gabriel Valley Inland Empire Intergroup of Overeaters Anonymous Facility**

**Address: 1157 East Arrow Highway, Glendora, Ca 91740**

**POLICIES AND PRACTICES TO PROTECT PARTICIPANT HEALTH DURING IN-PERSON MEETINGS**

- 1. All participants have been told not to attend the meeting if sick or if they have been exposed to a person with COVID-19
- 2. The total number of participants in the meeting, including service positions, may not exceed 10.
- 3. Discontinue passing a donation basket; place it on a table for self-service “no-touch” donations. Encourage online donations via Zelle and PayPal. Recommend treasurers use gloves when counting cash or wash their hands immediately afterward.
- 4. Chairs, sofas, and other seating in the group meeting space is arranged to permit at least 6 feet of space between any two participants, unless the participants live together. Six feet of space is to be maintained during and after the meeting and upon exiting the meeting space. Waves and smiles are always welcome!
- 5. Disinfect chairs, tables, doorknobs, light switches, thermostat, toilets, faucets, laminated meeting formats used during the meeting before leaving. Encourage leaders to print and bring their own copy of the meeting format if possible. If using the office disinfect the phone, office equipment, computer keyboard, etc., after you are finished.
- 6. All group participants to wear cloth face coverings always while on the site in which the meeting takes place.
- 7. All meeting participants sign in using their own pens or using a pen that is sanitized between users. Participants to bring their own books as sharing items is discouraged, and shared items must be sanitized between users.
- 8. No food or drink is served within the meeting and no sharing of food/drink/cigarettes/etc. is permitted. Close self-service item selection such as pamphlet and book displays. Share how to electronically access and read OA books and pamphlets.
- 9. Hand sanitizer, tissues and trash cans are available to the public at or near the entrance and exits of the facility.
- 10. Encourage online or phone virtual meeting attendance, especially among members with a chronic health condition, pregnant, or 65 and over. Introduce fresh, outside air as much as possible by opening doors & windows (weather permitting), or operating ventilation systems. Meetings are also encouraged to meet outside if possible.
- 11. Though SGVIE has enacted these policies and practices to protect our members health, we emphasize the risks members will face while attending meetings. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. We recommend members continue to attend Zoom or phone meetings to completely eliminate the risk of exposure to COVID-19. By attending meetings in person, you voluntarily assume all risks related to exposure to COVID-19.

**You may contact the following person with any questions or comments about this protocol:**

**Group Contact: Shelby (Chair) Phone number: 626-272-6899**

**Date Last Revised: 6/30/2020**