

Cape Cod OA Re-Opening and Hybrid Meeting Report- March 2021

At the request of Intergroup the Hybrid/Reopening Workgroup spent time exploring the issues that would need to be considered when we begin the transition from Zoom to in-person meetings. The working group believes strongly in the autonomy of each group and offers these as suggestions for consideration. This is to be considered a working document and used as a jumping off point for each group to use as they see fit in planning to re-open meetings.

What are the first steps for each meeting to consider for beginning to reopen meetings?

- A. Each group will need to determine when to transition to face to face meetings, and practices that will need to be put in place to keep everyone as safe as possible.
- B. Once a meeting transitions to face to face meetings, they will also need to determine if they want to continue to provide for virtual attendance.
As a group we have adjusted to ZOOM meetings and have found them to be very useful. It is possible that members will want to continue to have the Zoom Option for meetings. It seems likely that Zoom attendance will be a part of our future, and we encourage each meeting to consider and plan for this. Phone-in meetings are another option which has been utilized successfully on the Cape
- C. PRIMARY MEETING DECISION: ZOOM AS PRIMARY OR FACE TO FACE PRIMARY Initially, it seems, all Hybrid meetings will start with Zoom being Primary (under COVID) Once Face to Face meetings have stable attendance, the Face to Face meeting will most likely become primary.

STEPS TO CONSIDER IN PLANNING FOR RETURN TO FACE TO FACE MEETING

- A. We recommend that each group begin by referencing the 12 traditions as a guide for preparing for discussion about reopening a meeting.
Cape Cod Intergroup is offering (March 2021) a workshop on considering the traditions as a meeting moves towards face to face meetings. It is recommended that each meeting make an effort to ensure that someone participating in the reopening planning has attended the workshop or is designated to consider the traditions.
- B. It is possible that the decision process for returning to face to face meetings will take some time, lots of discussion and planning.
Each meeting will need to set up practices for face to face meetings that are in compliance with the building, State and Local COVID 19 Guidelines. Thus, it may be useful to create a 'work group' of 3-4 people, whose job will be to consider the meetings needs and space and design practices that assure the safest possible meetings. Smaller meetings may be able to handle all decision making in a business meeting.

III. Considerations for each Meeting's WORK GROUP

A. Physical Space

The primary consideration will be the number of people allowed to be in the room under State, Local and Building rules. Secondary will be consideration of Members' comfort level and what the layout of the room allows.

B. Management of number allowed will need to be predetermined with priorities established and protocol if number exceeds limit.

1. If only 5 people are allowed, it would be good to figure out which 5 persons (vs. 7 people show up physically) and two cannot enter
2. If a newcomer arrives at a meeting, who will leave to make room for the Newcomer?
3. Will there be a pre-registration process

C. Sanitizing

1. Before each meeting: chairs, door handles, light switches, kleenex box, meeting documents, literature, etc.
2. Each person uses sanitizer as they enter the room
3. Determine who will manage the sanitizing supplies

D. Seating Arrangements

1. Spacing (mark floor with tape?)
2. Tables or no tables, etc.
3. Determine who will handle set up

E. 7th Collection - will 7th Tradition be accepted at meeting?

1. Box or plastic container (i.e. tupper ware) sanitized before each meeting or 1 large envelope for each meeting
2. Donation should be placed in the container, without touching the container.
3. Treasurer can leave the donations untouched for a few days, to limit the possibility of transmission, or wait the two weeks and toss contact tracing slips at that time

F. Contact Tracing

1. If the group decides to attempt contact tracing, each person in attendance could complete form for contract tracing placed along with Tradition 7
2. This respects anonymity

B. What service positions might be needed with a Hybrid Zoom Meeting?

1. **Greeter**- A traditional greeter position will take on more significance in a Hybrid meeting during COVID. Possible responsibilities might include offering hand sanitizer and/or disposable masks and maintaining a count of number of attendees. Also, they should maintain a list of volunteers to go remote if a newcomer arrives.
2. **Set-Up**- Furniture arrangement and Chair setup will likely remain important in any public meetings space. The group may want to formalize this position to ensure the room setup is safe and meets all guidelines.
3. **Technology**- After each meeting determines the technology it will need, this service position will need to assume responsibility for bringing needed items to the meeting, setting them up, and monitoring and facilitating their use during the meeting.
4. **Contact person**- If the meeting decides to collect information should contact tracing become necessary, someone will need to keep the contract tracing information secured for the necessary period of time.
5. **Tradition 7**- Onsite collections in a no-contact drop box.
6. **Zoom Host and Co-host**- These service positions will provide online access and security for each meeting. It is likely that these will be offsite or Zoom only positions.
7. **Closer**- It will be important to have someone rearranging furniture, sanitizing surfaces or collecting materials as each meeting may require.

Please note:

Each meeting will need to determine the number of service positions and responsibilities for each. Smaller meetings can easily combine the responsibilities. Set up for each meeting will be different depending on the number of attendees allowed per regulations and/or room space.

What supplies might be necessary for the in person portion of Hybrid Meetings?

Supplies needed might include: Technology (discussed elsewhere), signage (i.e. masks are required), hand sanitizer, sanitizing wipes for surfaces, paperwork for contract tracing, and a drop box for Tradition 7.

C. Technology

1. Technology needs will vary depending on location, group size and other factors. The lowest technology option would be for those attending a Hybrid meeting at an in-person location to all join Zoom as a group by phone using audio only. In-person meetings joining a Zoom meeting with video will need to be sure the internet is available by public access, such as a public library. It may be possible to sign-in as a guest at some meeting locations, but that would need to be determined beforehand. Personal Hotspots are also an option, although they can be expensive.
2. Equipment needs will vary widely and be determined by each meeting. Variables include factors such as meeting size and on-site technology. A meeting that decides to stay long term with the Hybrid Zoom/In Person model might decide to buy equipment such as speakers and camera. Technology expertise within the group will also influence decisions.
3. Technology is a wonderful opportunity for service and whatever technology is adapted should be accessible and be able to be supported by several members to support continuity. Recommendations for types of equipment can be found in the attachment from OA Virtual Meetings.

In Conclusion

The Hybrid/Reopening Committee met over several months and spent time discussing, researching, writing and considering the issues involved with reopening. We hope this document addresses the main issues and helps focus the work needed at the group level.

As always, we found service to be helpful in our own recovery. Considerations of the common good, meeting autonomy and the importance of traditions took on a new level of meaning for us all.

We submit this as a partial completion of our task. Each member feels dedicated to ensure that individual meetings have the information they need to reopen. Please feel free to contact any of us with any questions or to discuss the information provided.

It was a privilege to be of service.

Lou Joan C. Jeb B. Sara Linda N.