

CHAIRPERSON GUIDELINES (COVID-19)

The chairperson shall make sure the following is done or is completed by a volunteer(s) at the beginning or close of each meeting.

- Remind attendees of face covering requirement per the group conscience.
- Anyone who is sick or experiencing symptoms or fever is asked to not attend meeting in person, zoom meetings are held during scheduled meeting times.
- Please do not hold hands at the close of the meeting.
- Ceiling fans should be turned off at all times.
- Ask for volunteers to help clean at the close of the meeting
- Ask for a second chairperson. This person will also support counting the number of attendees.
- Birthday night celebration will be held on zoom for the last Saturday of the month.
- Reset all chairs by using provided chair diagram for classroom/lecture hall layout. Folding tables will not be used except for chair person.
- Increased Sanitation Efforts at every meeting
 - Gloves and commercial sanitizer will be provided for cleaning activities
 - Re-fill hand sanitizer placed through out the club house
 - Re-fill Anti-bacterial soap in bathrooms and at the kitchen sink.
 - Bathrooms to be sanitized after every meeting by chairperson or volunteer
 - No food allowed
 - Soda machine sanitized after every meeting by chairperson or volunteer
 - NO coffee bar or refrigerator use “out of service”
 - Items wiped and sanitized after every meeting
 - Laminated materials
 - Chairperson binder
 - Chairperson table and/or podium
 - Chairs
 - Bathrooms
 - Light switches
 - Soda Machine
 - Door handles
 - Disinfect seats
 - All hardcover literature used during the meeting
- Weekly thorough cleaning and sanitization of entire group organized by cleaning chair people or volunteers willing to perform service duty at a set time on a weekly basis.