

# **THE “NEW NORMAL” – RE ENTRY CHECKLIST FOR DISMAS FELLOWSHIPS**

## **PRE-MEETING**

### **Re-entry Plan**

- >Form a small committee to discuss when meetings can/should safely resume.
- >This committee should assess safety needs and practices and create a “check list” for meeting preparation
- >Communicate the changes that will take place with all attendees, well ahead of time
- >Be sure to address all concerns, fears and questions of attendees (communicate in such a way as to promote proactivity rather than fostering fear)
- >Share your meeting plan and procedures with the church/owner of your meeting place.

### **Physical Meeting Place – Preparation Beforehand**

- >Try to have one main entry point into your meeting space, rather than multiple entrances.
- > Determine the specific area in which your meeting will take place and do not allow attendees to “wander” into other parts of the building.
- >Put up basic signage to promoting meeting “etiquette” I.e “Stay safe. Keep Your Distance”
- >Have large bottles of hand sanitizer available and encourage usage
- >Consider promoting hygiene by giving all attendees their own mini bottle of hand sanitizer.
- >Spray down all tables and chairs before usage

### **Transportation**

- >Check with attendees as to means of transit to the meeting place.
- >For pickups, limit the number of people per vehicle. Encourage spacing within vehicles.
- >Encourage basic “spray down” of seating area in vehicle before and after pick up.

## **DURING THE MEETING TIME**

### **General Spacing Practices (“Distancing”)**

- >Ask attendees to refrain from hugging, hand shaking etc
- >Maintain spacing at the tables. People should not sit directly across from one another.
- >Maintain safe spacing of chairs in the circle
- >Consider changing the way food is distributed (avoid line ups)

### **Food Preparation and Serving Guidelines**

- >To avoid pre-contamination, wrapped foods should be opened on site.
- >It would be best for food to be prepared on site.
- >Limit the number of people permitted in the kitchen
- >Kitchen workers should wear gloves, masks, hair nets etc.
- >For initial meetings, consider having the meals prepared or catered (Pizza, Subs, etc) rather than prepared by members.
- >Food should be served by staff
- >It would be better to have plates of food served to tables rather than a standard “buffet line.”
- >Have all snacks (i.e. cookies) be pre-wrapped, or individually portioned

## **Song Time**

--Depending on the prevalence of covid-19 some groups may need to consider discontinuing group singing for a while, since forceful inhaling and exhaling (such as in singing) can expel the virus to further distances.

-- Also, handling and use of song books may need to be discontinued for a time

## **Specialty Areas (Kitchen, Washrooms, High Contact areas)**

>Instructions should be given to spray and wipe toilets and sinks after usage

>Select individuals to sanitize door knobs and places of high contact frequently.

## **WHEN THE MEETING IS FINISHED**

### **Post Meeting Clean Up**

>Tables and chairs sprayed and wiped down with disinfectant

>Make sure no personal items are left in the building

>Committee should assess the meetings, taking note of any concerns

>Ask for feedback from your Dismas community

**Disclaimer:** This document is a guideline. It does not cover all the factors involved in holding meetings in person. Dismas Fellowship Network and Friends of Dismas offer these as suggestions. Each Dismas group is accountable for its own implementation.