

## Policies and Procedures for Reopening Fellowship Hall Guidance regarding Meetings, Cleaning and Disinfecting a Public Space.

*“Do not spoil what you have by desiring what you have not; remember that what you now have was once among the things you only hoped for.”*

---Epicurus

- **A mask must be worn inside and outside in the parking lot of the building.**
- **NO beverages or food will be allowed in the building.**
- **The back door is only to be used for handicapped individuals.**

This guidance is intended for people participating in meetings at NKRC, Dick Reilly Fellowship Hall. Reopening meetings at Fellowship Hall requires moving forward together with a prevention strategy that is intended to protect everyone. The Health and Safety are of the utmost importance to NKRC.

All of us have a responsibility to slow the spread of COVID19 through social distancing, frequently washing your hands, wearing face masks, disinfecting surfaces and other daily routines to reduce risk of exposure.

Fellowship Hall will be limited to 30 participants at one time. The participants will be only in the large meeting area to allow social distancing and spacing. If you are conducting the meeting you must include yourself in the count.

Meeting Room One (Big Room) limited to 30 people with socially-distance chairs (chairs must not be moved)

Meeting Room Two (Coffee Room) closed

Meeting Room Three (Education room) closed

When holding the meeting you and any member of your home group will be able to enter the building fifteen minutes before the start of your meeting. This allows time for the meeting to be set up and literature displayed.

Home Group members will be in charge of the door at their meeting. When it reaches 30 people you will lock the door to make sure that no one enters after that. To keep down the confusion, all meetings should be limited to 1 hour. If someone leaves the building, they cannot reenter the building. If you are not at full capacity (30) by the time your meeting begins, you have until 10 minutes after the hour to accept people in. At that time, please lock the door. You will have to put a Greeter in charge of the door at all times within the hour that you are there.

March 24, 2021

Please read at the beginning of each meeting!

After meetings are completed there will be items for cleaning and sanitizing the Hall between each meeting. Each meeting group must assign someone from your Home Group to keep up with wiping everything down. People must leave the building within 15 minutes after the meeting is over.

If at any time these rules are not met by your home group, your meeting will need to discuss what needs to be done to meet these guidelines set up by Neil Kennedy Recovery Centers.

Thank you in advance for your cooperation.

Carolyn Givens, Executive Director  
Neil Kennedy Recovery Centers

Please call 330-719-8419 – Don Santarelli

Or 330-792-4724 x7135 – Carolyn Givens (office)