November 16, 2020

To:

Randall Nelson, Area 23 Chair

Paul Logan, Area 23 Cochair

Proposal re: 2021 Area 23 Assemblies and Agenda Meetings

Consider a request to hold Area 23 Assemblies and Area 23 Agenda Meetings online through August 2021.

Respectfully submitted,

Cathi Clark

On behalf of the Area 23 Virtual Assemblies Ad Hoc Committee

Notes:

Based on the current and projected state of the ongoing covid-19 pandemic, the Area 23 Ad Hoc Committee on Virtual Assemblies recommends that Area 23 assemblies be held online through August 2020.

The committee notes that Indiana is experiencing an increase in covid-19 cases. This increase is expected to last through the end of 2020 and into the first quarter of 2021. It is projected that it will be at least the third quarter of 2021 before the pandemic is “under control.”

Restrictions, including limits on gathering size are currently done on a county-by-county basis, using a 4-level system. Counties are assessed weekly and size limits can change from week to week. Some counties have additional restrictions. Availability of facilities is uncertain.

In-person assemblies are high-risk events, particularly for people who have medical conditions that predispose them to serious cases of covid-19. Area 23 Assembly members who are predisposed to serious covid-19 illness may be unable to perform their service responsibilities if assemblies are in-person only.

Background:

**Excerpt from CDC Events and Gatherings:**

**Lowest risk**: Virtual-only activities, events, and gatherings.

**More risk**: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).

**Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.

**Highest risk**: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

* Area assemblies as we have held them in the past were highest risk events.

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**Excerpts from the CDC Events and Gatherings Readiness and Planning Tool:**

Policies and Procedures Point Person(s):

Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel. Consult local health officials about recommended COVID-19 testing policies for events and gatherings. Consult with the venue operators about their COVID-19 policies prior to the event. Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and attendees. Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event). Consider limiting event attendance to staff and attendees who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate. Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event. Develop a flexible refund policy. Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person. Develop policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Protect their privacy, particularly for those with underlying medical conditions and at higher risk for severe illness). Develop options for staff at higher risk for severe illness (e.g., telework or virtual learning opportunities). Develop flexible sick leave policies and practices. Develop options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts). Develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff. Develop a transportation and parking plan to limit contact between attendees (e.g., staggered arrival and ride share drop-off times or locations). Develop a plan for if someone gets sick or shows symptoms of COVID-19 while at the event or venue. (See Preparing for If Someone Gets Sick). Develop a plan to safely serve food, beverages, and merchandise, if applicable. Refer to CDC’s COVID-19 considerations for restaurants and bars for guidance. Other

Facilities and Supplies Point Person(s):

Obtain supplies including: soap water for hand hygiene hand sanitizer (at least 60% alcohol) paper towels tissues cleaning supplies EPA approved disinfection supplies cloth face coverings no-touch/foot pedal trash cans no-touch soap/hand sanitizer dispensers gloves disposable food service items other: Obtain supplies including: soap water for hand hygiene hand sanitizer (at least 60% alcohol) paper towels tissues cleaning supplies EPA approved disinfection supplies cloth face coverings no-touch/foot pedal trash cans no-touch soap/hand sanitizer dispensers gloves disposable food service items. Develop a schedule for increased routine cleaning and disinfection. Close shared spaces (e.g., a lounge); otherwise develop a plan for staggered use of these spaces and cleaning and disinfecting. Develop a plan for the safe and correct use and storage of cleaners and disinfectants, including storing products away from children. Make sure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another, and increase circulation of outdoor air as much as possible (e.g., opening windows and doors). Make sure water systems and features are safe to use after a prolonged facility shutdown. Develop a plan to use touchless payment options . Develop a plan to use multiple entrances and exits to discourage crowding in waiting areas. Develop a plan to change seating layout or availability of seating, or block off rows or sections so that attendees can stay at least 6 feet apart. Create and install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Create physical guides, such as tape on floors and signs on walls, to promote social distancing. Develop a plan to eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks in congregation areas such as entrances, exits, and restrooms if a 6-foot distance between attendees is hard to ensure. Develop a plan to reconfigure parking lots, limit congregation points and ensure proper separation (e.g., closing every other space). Purchase adequate supplies to minimize sharing of materials, or limit use to one per family or group of individuals at a time, and clean and disinfect between use. Ensure organizations that share the venue facilities such as food vendors are aware of and follow all safety protocols.

Education and Training Point Person(s):

Create a plan for educating staff and attendees to ensure they know that they should not come to the event if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or someone suspected or confirmed to have COVID-19. Make sure they know that if they get sick at the event, they should notify event administrators (e.g., the designated COVID-19 point of contact) right away. Develop protocols to educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Create a plan for educating staff and attendees about who should wear cloth face coverings, and communicate the importance of wearing them to both staff and attendees. Cloth face coverings should not be placed on. • children younger than 2 years old • anyone who has trouble breathing or is unconscious • anyone who is incapacitated or otherwise unable to remove the cover without help Create information on proper use, removal, and washing of cloth face coverings and distribute to staff members. Create and implement training to be delivered to staff on all COVID-19 safety protocols: •Conduct training virtually or maintain social distancing during training.

* Districts and/or Area 23 responsibility to ensure these conditions are met.

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**SECTION II**

A. Area Assembly: *A.A. Service Manual*, Chapter 4

1. The Area Assembly meets at least five times per year. Area election assemblies are held in October of odd-numbered years.

2. The area chair presides over assemblies.

3. The pre-conference assembly is generally held the first Sunday in April, that does not conflict with a religious holiday, in a location arranged by the area chair.

B. Area Agenda Meetings: Refer to *Area 23 Guidelines for Area Standing Committees - Area Officers*.

1. The Area Committee holds an agenda meeting approximately six weeks prior to each assembly.

2. The purpose of the meeting is to set the agenda for the next assembly including area business and proposed amendments to the Area 23 Structure of Area Committee and Area Assembly.

3. All Area Committee members are encouraged to attend and participate in agenda meetings. Refer to Section I, A, 1.

C. Hosting Assembly and Committee Meetings: Refer to Appendix I.

D. Assembly and Committee Meeting Procedures: Refer to Appendix II.

**Appendix I**

Hosting Assemblies and Committee Meetings:

Area 23 encourages the systematic rotation of our area assemblies and committee meetings to all geographic regions of our area. The following suggestions may help host a successful assembly:

1. Confirm with Finance Chair or Area Chair on budget guidelines for the assembly.

2. Select a meeting place for 100-150 people. Adequate facilities include parking at a moderate cost, and wheelchair accessibility.

3. Provide 125 copies of flyers to the preceding assembly, announcing the location and other pertinent information for your event. Ensure a copy is given to the area secretary as well as the area web chair for posting to the area website.

4. Coordinate with the Audio/Visual Chair for sound system and overhead projection needs.

5. Provide coffee and refreshments.

6. Provide name tags at the sign-in table.

7. Provide a podium, and seating for eight officers at the front of the room. Set up tables and chairs for 100-150 assembly members.

8. Set up three tables at the entrance and display tables for standing committees as follows: Sign In - 2; Flyers and The Handout-1; Accessibilities-1; Archives-3; Corrections-1; Grapevine-1: Literature-3; Registrar/Website – 1.

**AREA 23 ASSEMBLY ROTATION**

From Area 23 Structure of Area Committee and Area Assembly – revised 08/09/2019

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WEST |  | CENTRAL | EAST | NORTH | SERVICE | CENTRAL |
|  | PRECONFERENCE |  |  |  | WEEKEND | FINANCE |
| FEBRUARY | APRIL | MAY | JULY | SEPTEMBER | OCTOBER | NOVEMBER |
|  |  |  |  |  |  |  |
| DISTRICTS |  | DISTRICTS | DISTRICTS | DISTRICTS |  | DISTRICTS |
| 14 |  | 4 | 2 | 24 |  | 22 |
| 16 |  | 10 | 6 | 26 |  | 28 |
| 18a |  | 12 | 8 | 36a |  | 30 |
| 18b |  | 20 | 40a | 36b |  | 34a |
| 18c |  | 42 | 40b | 38 |  | 34b |