

Sahara Club COVID-19 Preparedness Plan

The **Sahara Club Service Board** is committed to providing a **safe and healthy meeting space** for all of our members. Therefore, in response to the COVID-19 pandemic, we have developed the following COVID-19 Preparedness Plan. Each Sahara group that wishes to conduct in-person meetings within the Club is responsible for following and implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our communities, and that requires full cooperation by our members and groups.

A. General

1. This updated plan is effective beginning on Friday, May 28, 2021 at 12:01 am.
2. This plan establishes **MANDATORY guidelines** that allow the groups to meet inside the Club without occupancy limits in place during the pandemic and with a maximum of approximately 60 people (per Fire Code guidelines).
3. Sahara Club's COVID-19 Preparedness Plan follows the COVID-19 Universal Guidance for All Businesses and Entities (PDF) (staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.
4. Groups are still encouraged to provide virtual meetings as an alternative, or in addition to, in-person meetings.
 - a. The Club has purchased a **Zoom subscription** for Sahara groups to use on a permanent basis. Trusted Servants/Meeting Hosts can use these credentials to schedule meetings for their groups:
 - i. Zoom Login: <https://zoom.us/signin>
 - ii. Email address: aasaharaclub@gmail.com
 - iii. Password: SaharaClub2020
 - iv. Instructions for scheduling Zoom meetings: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
 - b. Online meetings are also available at A.A. Online Intergroup (www.aa-intergroup.org).
 - c. Each group must notify the Minneapolis Intergroup office of changes or updates to the status of their meeting (virtual, in-person or both) so it can be accurately reflected as such on the Intergroup website (aaminneapolis.org).

B. Cleaning and disinfection

1. **After each meeting**, groups must **thoroughly clean and disinfect commonly touched surfaces** including all countertops, tabletops, chairs, sinks, faucets and door handles. **Cleaning instructions will be posted at the Club.**
2. Hand sanitizer and approved cleaning products are available and stocked in the kitchen and bathroom.
3. Deep cleaning and disinfection of the entire Club, including the bathroom, kitchen, meeting area and entryway will be conducted on a weekly basis by a cleaning professional.

C. Hand hygiene practices

1. Sahara Club provides signage, facilities, and supplies to encourage regular handwashing and sanitizing. Handwashing supplies and/or hand-sanitizer is readily available in the kitchen and bathroom.
2. Cover your mouth and nose with a sleeve or a tissue when coughing or sneezing and avoid touching your face with hands – particularly your mouth, nose and eyes. Dispose of tissues in the trash and wash or sanitize hands immediately afterward.
3. Signs and other instructions will encourage normal safe practices necessary to avoid the spread (e.g. cough or sneeze into a shirtsleeve, handkerchief, or tissue; avoid touching the eyes, nose, and mouth).

D. Indoor facilities and ventilation

1. Sahara Club Service Board has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout the indoor space.
2. Ventilation in the Club has been improved with the installation of MERV 13 filters in the roof-top HVAC system. In order to circulate fresh air within the Club, ensure the thermostat FAN switch is set to “ON,” select “HEAT” or “COOL” as desired, and use the UP/DOWN arrows to adjust the temperature. Groups may also prop open the side door to allow for increased air flow if weather permits.
3. A UV germicidal irradiation (UVGI) air purifier has been installed on the wall above the speaker couch. Press the POWER button to run the air purifier during your meeting. UV air purifiers are designed to use short-wave ultraviolet light (UV-C light) to inactivate airborne pathogens and microorganisms like mold, bacteria and viruses.

E. Communications and contacts

1. This COVID-19 Preparedness Plan was communicated **via email** to all contacts listed on the Sahara Group Contact list.
2. Sahara group contacts – such as the Group Rep, Treasurer or Chair – are responsible for communicating the requirements of this plan to all group members and must ensure all guidelines are strictly followed for in-person meetings inside the Club.
3. This plan is also posted on the bulletin board at the Club and online at saharaAA.org.
4. If you have questions or concerns about this plan, please contact a Sahara Club Service Board member:
 - a. Bill Sherman (Sahara Group Council Chair) – 612-239-8459, williamjsherman1@gmail.com
 - b. Kim Ellenberg (Sahara Service Board) – 651-253-6037, kimellenberg@yahoo.com
 - c. Mike Waterston (Sahara Treasurer) – 612-325-1009, mwaterston@comcast.net
 - d. Steve Wilder (Sahara Service Board) – 612-220-6013, w330324@yahoo.com