



May 4, 2020

The CFC Board proudly announces that in accordance with Governor Holcomb's plan to reopen Indiana, we will be allowing groups to start meeting effective Friday May 8th.

This communication is for all group secretaries to share with their group members. Below you will find some requirements and recommendations from the CFC board to enable groups to begin once again utilizing the CFC facilities. These mandates and recommendations follow direction from the CDC, State of Indiana and local medical professionals and will be adjusted as Indiana moves through its stages of reopening. CFC's objective is to allow groups to meet in the safest way possible for ALL group members.

The items listed below are REQUIRED for groups to use the facilities.

- If you are sick, stay home. No one with a fever, or who is ill should enter the building. Also, anyone who has been in contact with a person who has tested positive for COVID-19 within 14 days may not enter. If someone who has attended a meeting subsequently tests positive for COVID-19, a board member must be immediately notified.
- Face Masks (can be homemade) are required upon entry of the facility
 - We have a limited supply of non-medical grade disposable masks available at the entrance of both buildings. These will most likely not be replenished once depleted. The intent is to allow group members to attend a meeting who might be unaware of the mask requirement.
- Social Distancing – It is required to maintain a distance of at least 6' between people. Chairs have been set up and marked 6' apart. Chairs are not to be moved in a way that would compromise this spacing. If a particular meeting would have more people show up than designated chairs, please split the meeting up and either use an available vacant room in either building, or weather permitting, some or all of the group could also hold the meeting outside.
- Room capacities are as follows:
 - CFH
 - Main Hall - 25
 - Auxillary Area - 8
 - CFC
 - Fireplace Room - 10
 - Library Room - 10
 - Basement - 25
- During this stage of the State's reopening plan, the coffee machines will not be available. Please have members bring their own beverages to enjoy during meetings. Also, do not bring food to share with others.
- Groups are responsible for sanitation of the building. CFC has supplied a bleach water solution in spray bottles and disposable towels. Please wipe down tables, chairs, door handles, light switches, faucets and countertops before and after each meeting.

The following are recommendations that the groups may wish to consider adopting as further measures to increase the safety of their members.

- If the group secretary does not wish to host meetings at this stage of reopening, please find a replacement that would be willing to temporarily fill in.
- Groups that are currently hosting Zoom meetings should consider continuing those for members that do not wish to or cannot attend in person meetings at this time.
- Encourage the use of hand sanitizer which can be found near the entrances of both buildings.
- Implement non-contact greetings
- Consider having members utilize their personal devices for the readings instead of passing around handouts.
- Consider placing the basket near the entrance/exit instead of passing it around during the meeting.

The purpose of the Columbus Fellowship Club is to provide permanent, clean and safe facilities for the meetings and social functions of the 12 Step Programs in Columbus, Indiana. All requirements and recommendations above are being made with this purpose in mind.

We genuinely appreciate your cooperation and look forward to seeing you in meetings soon. Should you have any questions or concerns, a contact list for CFC board members is attached.

Thank you,

CFC Board