# NA in the Time of Coronavirus 25 July 2020

Many of the slides in this PowerPoint were developed by members from around the world and are examples of how local meetings and NA communities are handling the pandemic. As such, they should be regarded as shared experience and not recommendations from World Services.

#### **A Vision for NA Service**

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our <u>message</u> in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of <u>unity</u> and <u>cooperation</u> to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power. in Our Vision

#### **Anonymity concerns**

- × This web meeting is like an open meeting
- × Topic of interest to all
  12-step Fellowships
- × Announced publicly on na.org
- You can turn off video and omit your last name



#### Translations

- × Simultaneous translation in English, Spanish, Portuguese, and Arabic
- × Please choose a language at the bottom of your screen
- If you are not having the meeting interpreted, you need to select English
- No interpretation feeds in small groups



### Structure of the Meeting

- Start out with short
  presentations from some
  experienced members
- Then have facilitated small-group discussion
- End with what we heard today that we found most useful

Summary notes will be posted at some point after the web meeting

#### Focus of the meeting

- × Sharing experience and challenges with next steps for groups that took their meetings online
- × This is simply a forum where members from around the world can share their experience with each other
- × As many places are opening back up, groups are faced with many challenges
- We hope this web meeting will help members get a better picture of the different options available

# Presentations

What groups need to consider as they decide whether to meet in person again

How to coordinate a hybrid meeting

Resources on www.na.org/virtual

#### What groups need to consider as they decide whether to meet in person again

John–PR chair/New England Region's Crisis Response Team As we anticipate a return from virtual meetings to hybrid and/or physical meetings, here are some links and resources that may inform your group decision making process ...

**RE-OPEN?** 

IS IT TIME?

PR STATEMENTS (NA.ORG)
 MA LOCAL GUIDLINES
 RI EXECUTIVE ORDERS
 CDC GUIDLINES
 CHECKLIST OF QUESTIONS
 For more info please contact us at

info@newenglandna.org

#### **Checklist for reopening meetings**

It is suggested that groups have a detailed plan for reopening in-person meetings. As NA groups, we need to keep our Traditions in mind (paraphrased here):

<u>4th Tradition</u> – Groups are autonomous, except when our actions may affect other groups or NA as a whole.

<u>10th Tradition</u> – We have no opinion on outside issues, and so should avoid being drawn into public controversy.

<u>12th Tradition</u> – We should practice spiritual principles in all our affairs, including selflessness, responsibility, trustworthiness and compassion.

Below are items groups should take into consideration when planning to reopen, and suggestions for addressing them:

X Have we visited the websites to CDC and state local guidelines to be sure we are in compliance with them?

- Have we spoken to the facility; do we have permission to meet where we rent?
  Does the facility have any specific requirements that must be adhered to when using the facilities going forward?
- × Do we have plans for sanitizing before and after the meeting?
  - Clean all tables and chairs before members arrive; and after members leave.
  - Have spray cleaner and paper towels available for those who want to clean their own areas.
  - Make sure that restrooms (if open) have soap for washing hands.
- × Have we thought about ways to encourage personal safety?
  - Wear your masks/face coverings to meetings.
  - Consider not serving coffee, and suggest that members bring their own drinks.
  - Have hand sanitizer available if possible.
- × Do we have a socially distant seating plan?
  - Move chairs to allow for space between members.

- Consider designating a separate area for members with compromised immune systems – could use "reserved" signs on seats; make sure the designated space is away from high-traffic areas.

- Are we prepared to take every precaution we can during the meeting?
  <u>Readings</u>: Download readings/books/IPs to avoid passing literature around the meeting.
  - <u>Contributions</u>: Put the basket in a stationary place; or consider using a money app for donations.
  - Have gloves and sanitizer available for anyone signing papers.
  - Spray <u>keytags</u> with disinfectant prior to the meeting; wear gloves when handing them out.
  - Create electronic versions of <u>phone lists</u>, or exchange phone numbers via text.
  - Refer attendees to websites or apps for <u>meeting schedules</u> instead of using paper lists.
  - Circle up without touching, and maintain physical distance.

- Have we thought about ways to accommodate those not yet able to meet in person due to health or other concerns? (Example: hybrid-virtual/physical meeting)
- × Have we come up with a plan on how to handle situations where we may have an overflow in attendance?
  - Is there a completely separate space we <u>have permission to use</u>? (A large group, divided within a single room or space, is still a large group)
- × Have we carefully considered how reopening our meeting will affect our public image?

- Communicate with members and the public (as needed) about the precautions the group is taking to protect the safety of meeting attendees and the public as a whole.

- Add an announcement in the meeting format to clearly state and reiterate the precautions being taken to protect members.

× The following is an EXAMPLE of information that can be posted on the meeting door:

WELCOME TO THE \_\_\_\_\_ GROUP OF NARCOTICS ANONYMOUS

To protect the safety of our members:

- Please do not move the chairs

- We normally hug – Please be mindful that due to covid-19 and social distancing guidelines we are advised to not have physical contact at this time.

- If you feel sick, or have had a fever in the past 14 days, please refrain from attending the meeting in person. Virtual meetings are still available at (insert virtual meeting information here).

#### What groups need to consider as they decide whether to meet in person again

Amy–Contra Costa Area FD team lead

# Should we resume in-person meetings?



STRUGGLING WITH DRUG USE? DON'T KNOW WHERE TO TURN FOR HELP DURING THE PANDEMIC?

NARCOTICS ANONYMOUS CAN HELP!

Virtual and Phone meetings are available 24/7

Contra Costa Area of Narcotics Anonymous www.contracostana.org 925-685-4357



NA.ORG/VIRTUAL VIRTUAL-NA.ORG NABYPHONE.ORG



#### What groups need to consider as they decide whether to meet in person again

Bonnie–Northern Australia service area board member (under new service system).

# Adjusting to the "new normal" after COVID19

NA MEETINGS IN NORTHERN AUSTRALIA AFTER LOCKDOWN



#### The Northern Australia Service Area

The challenges for reopening meetings were:

 How to welcome newcomers while also managing restrictions on meeting numbers.

- How to maintain anonymity while recording peoples details for contact tracing

 How to support group autonomy while also making members aware of the new laws and legal responsibilities they have

- How to adapt meetings to meet social distancing and hygiene requirements

Group members should pay particularly attention to and be careful that restrictions are followed rigidly as there are severe penalties in place for non-compliance.

We have created a *Sample COVID19 Safety Planning Document* to help you plan your reopening with your home group members and venue. All groups will need to adhere to any requirements that the venue may have regarding cleaning and social distancing, in addition to what is required by the local authorities. Groups may want to consider having a combined physical and zoom meeting to enable those still vulnerable to attend their regular meetings.

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#### <sup>4</sup> Advice to members

You may be asked by your venue owner to keep a detailed record of who has attended the meeting, including names, addresses, etc. While some will be concerned about their anonymity, we are anonymous at the public level. We do not feel that this is outside the spirit of our tradition of anonymity, as these details would need to be provided to the health authorities only in the event of an infected member attending a meeting. This is not an anonymity breach.

While our Fourth Tradition states that each group is autonomous, it is qualified with, "except in matters affecting other groups or NA as a whole". If we do not follow the requirements of each State and Territory when reopening, this could affect NA as a whole, and possibly draw NA into public controversy and affecting our adherence to Tradition Ten. Each group should decide their own course of action via an informed group conscience and with the spirit of our Traditions in mind.

If you open a meeting, you will have to comply with the conditions set by the venue owner and restrictions required by the government. It is the decision of each group as to whether to re-open a meeting and the decision of each member whether to attend the meeting. If you feel that you cannot meet the Government or venue requirements, then you should continue to meet online.

Yours in Service

#### NORTHERN AUSTRALIA SERVICE BOARD

#### <sup>5</sup> Advice to members

#### 2. Social Distancing:

- The Designated Marshall \_\_\_\_\_\_ will:
  - Attend door and ensure occupancy does not go over 20 people.
  - Collect name, address, phone numbers and times of people entering the meeting and time on leaving.
  - Securely store attendee contact information for 28 days
- Signage at door requesting attendee use of hand sanitiser when entering and leaving venue.
- Signage at door requesting people who are feeling unwell do not attend the meeting and a reminder that we remain the right to refuse entry to people who are exhibiting symptoms.
- Seats set up at 1.5 meters distance with reminders to maintain social distancing throughout the meeting.

Managing meeting safety

#### PLEASE READ ON ENTRY

- 1. Please always maintain social distancing of 1.5 metres
- 2. We reserve the right to ask anyone to leave if they are unwell
- 3. Maximum of 40 people are allowed on the entire site.
- Please do not enter if you are feeling unwell, have travelled in the last two weeks, or are experiencing any symptoms.
- 5. Please enter your details to allow for contact tracking if required
- 6. Please use hand sanitiser on entry and exit to the venue
- If you leave for any reason someone else might take your seat and you will not be able to come back in

#### Running hybrid meetings

## How to coordinate a hybrid meeting

Kelly–Alabama, USA Caitlin/Shane–Kentucky, USA Darren/Victor–South Africa



## HYBRID MEETINGS SOME PROVEN PRACTICES



PRIORITY #1: ESTABLISH ACCESSIBILITY

Does your meeting location have Telephone or Internet capabilities?



**PRIORITY #2: CHOOSE A** HOST DEVICE **BASED ON** ACCESSIBILITY The Host Device(s) is responsible for streaming the audio and video signal to

and from remote participants

#### PRIORITY #3: ESTABLISH QUALITY AUDIO INPUT

- Audio quality is the HIGHEST PRIORITY of a Hybrid Meeting
- Telephone Dial In = Analog Signal
- Internet = Digital Signal
- Microphones are categorized by TYPE and MODEL



CARDIOID AND DYNAMIC MICROPHONES:

 $\mathbf{D}$ 

GATHER SOUND FROM DIRECTLY IN FRONT OF THE MICROPHONE



Q

OMNI-DIRECTIONAL AND CONDENSER MICROPHONES:

 $\mathbf{D}$ 

GATHER SOUND FROM ALL <u>DIRECTIONS</u>



PRIORITY #4: ESTABLISH CLEAR AUDIO OUTPUT

Speakers vary in size and method of connecting to your Host Device





#### PRIORITY #5: VIDEO INPUT

SOME HYBRID MEETINGS CHOOSE TO STREAM VIDEO IF THEY HAVE INTERNET ACCESSIBILITY



PRIORITY #6: VIDEO OUTPUT

SOME HYBRID MEETINGS CHOOSE TO STREAM VIDEO OF THE REMOTE PARTICIPANTS
- NorthStar Online NA Group began as a Hybrid Outreach Meeting on Thursday May 10<sup>th</sup> 2018.
- Outreach Service Provided by: Kentucky Survivors Area to the Clean And Crazy/Never Alone Group
- We had access to stable internet through our meeting facility
- We chose the full two way Audio and Visual experience

## USE WHATEVER YOU HAVE AVAILABLE:



Making A Checklist Was Helpful: 1. Turn on the Host Device and connect to your chosen Remote **Conferencing Application** 2. Connect microphone and test 3. Connect speaker and test 4. Connect Webcam and turn on video stream 5. Connect Projector and turn on remote video feed

#### YOU CAN PERSEVERE. JUST KEEP TRYING.



 Accessibility is the key factor for how you will facilitate your hybrid meeting

- You can use as much or as little equipment as you have available
- Seek mentorship from experienced groups
- More resources available at: www.na.org/virtual

#### GROUP CONSCIENCE WILL GUIDE THE WAY:



# SOUTH AFRICA REGION – NARCOTICS

#### **ANONYMOUS**

 Transition from World Unity Days to Hybrid Area Conventions to **Outreach/Online meetings** to hybrid speaker jams, hybrid workshops, hybrid meetings as well as an annual hybrid regional face to face all culminating in a hybrid Regional **Convention in South Africa** in October 2019 -



# SOUTH AFRICA REGION – NARCOTICS ANONYMOUS



<u>Note</u> - NA does not endorse any of the above outside organisations

So why is that history important – experience has shown us you need these 4 ingredients to host a hybrid meeting

# SOUTH AFRICA REGION – NARCOTICS

#### **ANONYMOUS**

Why is it important now in SA – Health and Safety rules ?

 Social distancing, ethical reasons, co morbidity, elderly, vulnerable, Person under investigation, incapacitated members – gives options ….



# SUMMARY EQUIPMENT NEEDED



Online

meeting









In person Meeting

- Ensure you have a stable and fast internet 2 mbps – down / 2 mbps up – do speed test
- 2. Preferably chair from a laptop/desktop meeting controls dashboard is more visible / projector option
- Make use of correct audio equipment use of smart phone as attendee is best mic option – both quality and Health&Safety benefits & head phones for virtual attendees
- 4. Make use of correct video equipment use of smart phone as attendee is best video option under lockdown (don't recommend video)

- 5. Make sure venue has sufficient tables for equipment and access to power source / bring extension chords and adapters
- 6. Use a tech preamble to help guide both face to face and virtual attendees on the use of technology and help them understand the interface between in-person and virtual members (read before the meeting)
- 7. Develop an online friendly meeting format with preferred sequence of meeting, imbedded readings and announcements all incorporated into 1 document for the entire meeting e.g. power point

- 7. Develop an online friendly meeting format...
  - Longer meetings better
  - Tech preamble pre meeting
  - Open up early for testing
  - Power point meeting structure / readings – helps

SOUTH AFRICA

ARCOTICS ANONYMOUS

STING IN DAMAGES

INST FOR TODAY

09-00 AM

12-00 PM

EVERYDAY

DPIC/LITERATURE

IP-00 PM

As part of the format of this meeting we celebrate clean time with claps and virtual hugs.

Please post your milestones in the group chat if you are celebrating a milestone, every day is a milestone and this is how we turn the days into weeks, the weeks into months and the months into years.







Technology Preamble

Welcome to the

Newcomer

Welcome to all the newcomers, thank you for joining us, you are the most important person in this meeting.

- · Is there anyone who is new to Narcotics Anonymous?
- Is there anyone who is new to these Online Meetings?
- Is there anyone who is in their first 30 days of recovery?



#### In-Meeting Control Panel



- If you have you mouse towards the bottom of your Zoom window you will notice the in-meeting control shown above will become visible.
- On the left-hand side you will notice control buttons for managing your audio and video presence. Please note that this is an audio only meeting, this is done in order to make the meeting accessible to all.
- Please note that after the meetings starts, we will implement a mute lockdown, thereafter the chair will mute and unmute for you in order to help reduce background noise during the meeting.
- The chat botton will open the meeting chat for you, you will be able to message the group as a whole or individual members. Please remember to keep the messages safe for all.



 If you are struggling with your audio, you will notice a headphone button in the bottom left corner of your screen. Clicking this will connect you to the meeting audio.

Clean Time Countdown

- Make sure communications are strong What's App groups, virtual posters drives, Online/Virtual/Regional Websites, email meeting lists, Private FB Groups
- Where possible have a meeting host /chair and 2 x Co-hosts to manage virtual/in person microphones, videos, chat and bombers – min x 3 service team members
- Create new service position linked to Health and Safety who will toggle smart phone mic off and on behalf of readers and speakers

- 11. Anticipate problems open up early do testing and have spare batteries / power chords / ensure phones are charged / extra adaptors
- 12. Mostly have fun open mindedness, willingness, perseverance and acceptance are required !

In reality – everyone opening a hybrid meeting is opening a "new" meeting and so expectations that "new" meetings work smoothly from day 1 is not our experience for In Person meetings and this has been our experience for hybrid meetings as well –

trial and error wins the day !!

# Resources

#### How to chair/host a NA Hybrid meeting?

Mondays till end August 2020 (starting Mon 27<sup>th</sup> July 2020 – next x 6 Mondays)

11am–1pm EDT/8am-10am PDT/4 pm to 6 pm UK/5 – 7 pm South African time Link- just click in to join. <u>https://zoom.us/j/756488015?pwd=KzBlcFlhRGppam</u> <u>NkV0ZZekIFLy9Wdz09</u> Meeting ID: 756488015 /Password: 123456

# **Ground rules**

- × Listening is an act of respect for others
- × Be sure that everyone participates; don't dominate
- × Don't forget our Fifth Tradition; We all love NA!
- × Stay focused on the subject at hand
- × To disagree without being disagreeable...that is OUR process!
- × One more time-avoid repetition

## Two main questions=30 minutes each

- What challenges do you anticipate reopening face-to-face meetings? What ideas might address those challenges?
- 2. What challenges do you anticipate hosting hybrid meetings? What ideas might address those challenges?

Don't worry if you have ideas that you don't have time to share. You can always email them to <u>wb@na.org</u>.

# What did you hear that you found most useful?

www.na.org/virtual

# **Best practices**

- Still collecting experiences about and resources for online recovery and service meetings, apart from pandemic-related concerns
- Resources we have collected so far on our virtual meetings page: <u>www.na.org/virtual</u>
- If you have tools that have helped your group or service body with these or any topic related to online meetings, please send them to: pr@na.org

# **NAWS Update**

- × Filling orders from regions, areas, members, and institutions
- × Resumed shipping to inmates requesting a book, which will help save lives
- Published Filipino Basic Text and Georgian IP #1.
  Finalizing Nepali Basic Text
- Service related web meetings—PR, phonelines, zones, World Service Conference and more
- X New Contracts and Negotiations tool for the Conventions and Events Toolbox: <u>www.na.org/conventions</u> GSR Basics posted for review on Local Service Toolbox page <u>www.na.org/toolbox</u>



# Contribute



We have the opportunity to each do our part to sustain World Services and pay it forward. Set up a recurring or one time contribution at www.na.org/contribute

Thank you everyone for considering that and for everything you do for NA to keep the doors open

#### WORLD UNITY DAY 5 September 2020 10 am PDT



www.na.org/contribute

Join NA members for a heartfelt expression of NA's worldwide unity as we take a moment to reflect on our global Fellowship and our primary purpose: to carry the NA message to the addict who still suffers.

On 5 September (6 September for our friends across the date line), we will all join together to share the Serenity Prayer.

Participate however you are able—attend a Unity Day event or meeting, gather with friends in person or virtually, or take a moment to yourself at any time on Unity Day to celebrate our worldwide NA Fellowship.



Unity is the key to our survival and the beginning of our miracle. Practicing unity can be as simple as a smile—but it can also be one of the most difficult things we do. For the alienated, frightened, and resentful people many of us were when we got here, "our common welfare" can be hard to imagine. Our personal recovery depends on a principle we may never have experienced. Practicing unity is an act of faith.

> Guiding Principles, Tradition One