

I.A.F.C. COVID Plan of Action:

- Prior to opening, the I.A.F.C. office will undergo a deep cleaning and sanitizing service. I.A.F.C. will finance a cleaning service to clean the office space on a weekly basis.
- I.A.F.C. will provide facemasks and sanitation materials for phone service volunteers. However, due to the limited supply of products we encourage volunteers to bring their own masks and protective materials.
- Covid-19 Prevention Guidelines for phone service volunteers will be posted within the office, on IAFC-AA.org and provided to groups.

I.A.F.C. Office Re-Opening Guidelines:

- We ask that those who are immunocompromised (asthmatic, diabetic or has respiratory issues) or are aged 65 or older please avoid the office at this time **(should you wish to be of service to I.A.F.C. please consider adding your name to our 12th step call list, which can be accessed via our website at IAFC-aa.org).**
- If you are not feeling well, please do not show up to an I.A.F.C. phone shift.
- Facemasks must be worn at all times while serving a phone shift.
- All surface areas that one comes into contact within the office need to be wiped down with sanitation wipes provided (including pens, T.V. remote and doorknob).
- Only one volunteer will be allowed in the office at a time.
- We ask that volunteers arrive at the scheduled shift time and leave promptly at the end of each shift. Should volunteers' presence overlap, please abide by the 6 ft. social distancing requirement (office floor tape will suggest such distancing).
- I.A.F.C. board members may visit the office to conduct I.A.F.C. business in which case the 6ft social distancing requirement must be upheld.
- Eating or drinking is prohibited in the office at this point in time.
- The kitchen will be closed off and unavailable for use until further notice.