March 16, 2020

Dear Al-Anon/Alateen Members:

Below are suggestions regarding holding Alateen meetings during this time of dealing with COVID-19 constraints. This was created in consultation with WSO staff members and reflects our current situation, as of today’s date.

Should you find that you have questions or concerns that are not addressed below, you may use any of the following email addresses to contact the SCWS Officers and Board members:

- groupandmemberconcerns@scws-al-anon.org
- alateen-amiasconcerns@scws-al-anon.org
- preguntasdemiembroshispanos@scws-al-anon.org

Alateen Meetings During COVID-19 State of Emergency

1. Follow all directives from Government and Health Care Agencies, including “social distancing” and sanitation guidelines.
2. Alateen Group Sponsors are responsible for the safety and well-being of their Group and its members.
3. Within the first two parameters, Groups have the autonomy to meet in person.
4. If local Groups choose to meet online using teleconferencing software, or by conference call, they may do so. The Group’s Sponsor is responsible for:
   a. communicating any meeting changes to the Group’s members,
   b. setting up the conferencing software for their Group’s members, and
   c. establishing any parameters to the format of the meeting that ensures the anonymity and confidentiality of the Group’s members.
5. Remember that all Alateen meetings are “Closed” meetings; that is, only Alateen Members and certified AMIAS may attend.
6. WSO and local Al-Anon Information Service (AIS) Offices will not alter their directories, due to the volume and labor necessary to make and monitor these temporary changes. They will also not post changes on websites.
7. On request (to the extent possible), WSO will provide contact phone numbers for the one or two members at meetings who have registered as the “phone contacts” in the WSO database. Information will not be given out for those members who are listed as the Current Mailing Address (CMA).
8. Take all precautions to protect the anonymity and confidentiality of members during electronic meetings.
9. Please refer to the following Guidelines for more information, which can be downloaded for free from: https://al-anon.org/for-members/members-resources/manuals-and-guidelines/
   G-39, Electronic Meeting Guideline
   S-60, Fact Sheet for Electronic Meetings

Please note: This is a temporary process to be used only during this time of emergency.

Love in Service,

Donna E.  Marcia M.  Bear W.
Chairperson  Delegate  Area Alateen Sponsor Coordinator