

**Please direct all  
communications to:**  
Grand Central Station,  
P.O. Box 459,  
New York, NY 10163  
Fax: (212) 870-3003

March 6, 2020

Dear fellow trustees, directors and appointment committee members & other trusted servants,

I wanted to be in touch with all of you regarding COVID-19 (Coronavirus disease) as it pertains to our Fellowship, the office and our work together as trustees, directors, appointed committee members and other servants within Alcoholics Anonymous.

The General Service Office is closely monitoring the developments associated with the virus, and we are taking the advised steps necessary to ensure, to the extent we are able, health and safety across those components of our organization that are our responsibility. In addition to following the latest updates from public health officials (including federal and all relevant local agencies), management has begun discussing internally the potential impacts to the various functions we facilitate and coordinate, in anticipation of the continued spread of COVID-19 domestically and internationally.

Greg Tobin along with senior leadership of G.S.O. have reached out to our events management consultant group and communications consultants to help us make reasoned decisions about planned events and do appropriate communications outreach as we move forward during this uncertain time. The office has formed a task force comprising senior management and some staff led by Greg Tobin, general manager. I have formed a focused a small team of trustees to link to the office. The trustees participating on this team are: Dr. Al, Leslie, Ginger and me. Our dear colleague Dr. Al Mooney, Class A trustee and physician, has done a considerable amount of research and informed the task force on many of the aspects of what is currently known and unknown regarding the virus and COVID-19 disease. We will seek other expertise as needed.

The task force members and trustee team are discussing all aspects of the virus's potential impacts and how it may affect the upcoming meetings and events such as the General Service Conference, the 2020 International Convention, Regional Forums, the World Service Meeting and board(s) meetings. As the situation evolves so will our recommendations. We will develop a series of alternative plans. All major decisions will be brought to the General Service Board for resolution. Please forward any input you might have to one of the trustee team.

Furthermore, through the G.S.O. staff, we are establishing open communication with the Fellowship so as to provide up-to-date responses to the increasing number of questions from A.A. groups and members. The office has formulated an initial communication letter and a

communication protocol to respond to inquiries, which includes the information sheet attached. This information sheet will also be posted on [www.aa.org](http://www.aa.org).

G.S.O. has communicated internally with all employees and instituted best practices suggested by various authorities to be sure employees are as safe as possible. We understand that this situation is very fluid and changing rapidly. I want to assure you all that COVID-19 is the highest priority to the task force and the General Service Office, and we are monitoring the information daily and adjusting as needed.

Thank you all for your service to our Fellowship. Feel free to use the contents of this letter and the attached information sheet to respond to questions you are receiving from A.A. groups and members.

Yours, in service,

Michele Grinberg

Encl.