

## Traditional Meeting Return

# BNI CHAPTERS + CORE GROUPS

---

### CHAPTER PRESIDENT'S NEXT STEPS

- ✓ President and ELT attend the **TMR Webinar**. Check the BNI Atlanta Calendar for details.
- ✓ **Private Survey** emailed to all Chapter Members from the Regional Office letting the Director Team know that the Chapter is ready. 95% of the chapter will need to respond to the survey. 85% of the chapter will be required to say they are comfortable and will be attending the meeting each week.
- ✓ BNI Director Team will call your contact person at your **meeting venue**.
- ✓ All chapter members will need to complete and submit the online **Acknowledgment & Acceptance of Risk Waiver** Form.
- ✓ Print the **Convid-19 Signage** for the meeting.
- ✓ Setup a Zoom call with the Director, ELT and Visitor Host Teams for a 30-min **training and discussion**.
- ✓ **Get a written approval** by the Regional Office
- ✓ **Set a date** for your return.



### TEN ITEMS CHAPTER MEMBERS ARE ASKED TO PERFORM DURING THE MEETING TO RETURN TO AN IN-PERSON MEETING

1. Register **ALL** your visitors as you already do now – Badges pre-made
2. All attendees sign a waiver – Verify at registration
3. Display your TMR and COVID Signage
4. Wash your hands or use hand sanitizer as you enter the room
5. Sit 6-ft apart as outlined in the State of Georgia Executive Order by Gov. Kemp
6. Wear a face mask during registration and Open Networking – remove if needed after you are seated
7. Do not pass pens, business cards, brochures, rosters, phones, microphones, etc.
8. Do not shake hands, hug, or make physical contact
9. Provide a professional hybrid (In-Person + Zoom) meeting for all members to participate
10. Have fun and be safe!

**For more information + Chapter Resources:** [https://bniatl.com/en-US/leadership\\_team\\_resources](https://bniatl.com/en-US/leadership_team_resources)

How to prevent the spread of COVID-19:

# NETWORKING GROUPS + MEETINGS

## INFECTION PREVENTION STEPS

- ✓ **Deep clean** meeting area.
- ✓ **Clean and disinfect** after each meeting.
- ✓ Accommodate **social distancing of at least 6 feet**.
- ✓ **Do not make physical contact** – Prevent shaking hands and hugs.
- ✓ **Do not hand out** brochures, rosters, business cards, etc.
- ✓ Provide **hand sanitizer** throughout the room and area.
- ✓ **At-risk + medically fragile individuals** should remain online.

**Social distancing of at least 6 feet is one of the most effective ways TO STOP the spread of COVID-19.**



SOCIAL DISTANCING  
6 FEET APART



ARRANGE TABLES  
AND CHAIRS TO  
SUPPORT SOCIAL  
DISTANCING



KEEP AN ONLINE  
MEETING  
OPTIONAL

## WHO SHOULD WEAR A MASK?

- Attendees
- Staff
- Volunteers

**SUPPLY MASKS FOR THOSE WHO DON'T HAVE ONE. CLOTH MASKS ARE ACCEPTABLE.**



NON-CONTACT  
GREETING



WEAR A FACE  
MASK DURING  
REGISTRATION  
+ OPEN  
NETWORKING

## STAY HOME

Require members + attendees to stay home if they have **ANY SYMPTOMS of COVID-19.**



COUGHING



SNEEZING



FEVER



SHORTNESS  
OF BREATH

For more information: [dph.georgia.gov](https://dph.georgia.gov)  
[cdc.gov/coronavirus/2019-ncov/index.html](https://cdc.gov/coronavirus/2019-ncov/index.html)