

BNI CHAPTERS + CORE GROUPS (Version 2)

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.
- ☑ **If 85% agreed to return**, VP will ask each member how they participate in the weekly meeting. BNI Attendance Policy will be in full effect. Chapter will need to achieve 85% to be in-person attending the meeting at the venue.
- ☑ 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 45-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 – VH will verify at registration table
3. Display your TMR and COVID Signage
4. 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 appropriate 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

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
cdc.gov/coronavirus/2019-ncov/index.html