



Traditional Meeting Relaunch (TMR) Manual

This Operations Manual and its contents are intended to be read and implemented in conjunction with local government guidelines and regulations. Where the contents of this Manual conflict with local government guidelines or regulations, Directors shall comply with the local regulations.

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BNI's Guiding Principles for Traditional Meeting Relaunch

1. **Member Safety** continues to be Priority #1: It is important that we all understand the gravity of the situation. So, Member safety will be at the forefront of every decision we make.
2. **BNI's Core Values:** We will remain focused on our time-tested and universal Core Values. They will guide us as in all situations in BNI's 36-year history.
3. **Brand Protection:** Exceptional care will be used to ensure that decisions made will not put the BNI brand at risk and will instead strengthen our brand. At the core of our brand is how we care for others and put their interests ahead of our own.
4. **Timing:** Given our model, data, analysis, and expert advice, BNI will not be among the first organizations to return to standard in-person meetings, trainings, national conferences, trade shows, and visitor events. As we do return to in-person meetings, BNI's goal is to represent the "Gold Standard" in safety and care for all involved.
5. **Government Guidance:** Our focus on "100% Compliance, 100% of the Time" will continue throughout this pandemic and in the months and years following. We will all engage with government guidance and follow it.
6. **Consistency:** Wherever practical, BNI will err on the side of consistency, so that we avoid confusing our Members and instead focus on uniformly supporting their success.
7. **National Directors are key leaders across the organization:** We will strive to make decisions at the country level. That said, excellence in execution is everyone's responsibility.
8. **We Appreciate Details & We Aim for Simplicity:** We will embrace the inherent nuance and complexity involved with the subject matter below; we will always strive to simplify wherever possible. Simplicity greatly enhances consistency and quality of execution.
9. **High Road & Long View:** We will make decisions that put our Members' interests first, and that are in alignment with BNI's Core Values for long-term success.
10. **We Will Listen Carefully to All Ideas; We Will Make the Tough Decisions:** We are "always open to being wrong" and will accept ideas from everyone. Tough decisions will need to be made; we will not shy away from making the tough decisions.

REQUIREMENTS FOR TMR

It is best for the safety of BNI Members to remain on BNI Online™ wherever there is any question regarding the safety of in-person chapter meetings. When restarting in-person chapter meetings, you can help Members reduce their chances of being infected and/or spreading COVID-19 to other Members by taking some simple precautions:

- If possible, host meetings outdoors. Where meetings are unable to be hosted outdoors, please ensure that the indoor venue is well-ventilated and have window(s) open. Keep in mind in warmer temperatures, there may be a danger of overheating if masks are worn and the temperature is too hot either inside or outside.
- Every meeting attendee should wear at least 1 face mask, and we strongly recommend two face masks – preferably an N95 if possible, during the entire duration of the meeting including any open networking before or after the meeting. Where an N95 may not be available, or where wearing one may not be advisable given an individual Member's pre-existing health condition, a surgical mask should be worn. The Chapter should have an ample supply of additional masks available for anyone who comes to the meeting without a face mask.
- Maintain a minimum of 2 meters (6 feet) distance between yourself and others.
- Regularly and thoroughly clean your hands with an alcohol-based hand sanitizer, that is at least 80% ethanol or 75% isopropyl alcohol concentrations or wash them with soap and water each time you touch something that is not your own.
- Avoid any physical contact including handshakes, hugs or other contact.
- Before, during, and after the meeting, avoid touching your eyes, nose and mouth.
- Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately and wash your hands in the manner noted above.
- Stay home and self-isolate even with minor symptoms such as cough, headache, mild fever, until you recover. For the protection of others, it is important to monitor your own health.

REQUIREMENTS FOR TMR (CONTINUED)

- If you have a fever, cough or difficulty breathing, seek immediate medical attention. You may decide to call by telephone in advance and follow the directions of your local health authority. In some cases, this can reduce your chances of getting infected at the medical facility.
- Keep up to date on the latest information from trusted sources, such as WHO or your local and national health authorities. Before attending their Chapter Meeting, each Member must “sign” an Acknowledgement and Acceptance of Risk.
- Signage communicating the meeting risks should be posted on the door to the venue, on the Welcome Table and mentioned in the Chapter Meeting by the President. Guidelines provided below.
- Nothing should be passed between Members at the meeting (ex. pens, business cards, referral slip holder, etc.). When passed between Members, these items present a risk to Members and should be avoided. Chapters should use electronic slips in BNI Connect® and other digital tools to conduct chapter business.
- Anyone who has been exposed to someone who has been infected, or who tests positive for COVID-19, should self-isolate and attend their Chapter meeting via BNI Online™ for a minimum of two weeks while monitoring for symptoms of COVID-19.
- No food at BNI meetings to reduce the risk of contact and spread through food. This may mean the Chapter needs to either renegotiate their agreement with the venue and/or find a new venue.
- Duration of the Meeting: During the first month of restarting in-person meetings, reduce the meeting agenda wherever possible to reduce the amount of time in the meeting.
- Wherever possible, Members should adjust their personal activities outside of Chapter meetings to ensure they do not infect their fellow Members. This could entail rearranging your schedule to ensure you are not in a public place (grocery store, office building, doctor’s office, etc) immediately before or after the meeting.
- If a Member tests positive, the meeting must revert to BNI Online™ meetings for 2 weeks. The Chapter President must be informed as soon as possible to begin the process of returning the Chapter to BNI Online™.
- If not all Members or Visitors are comfortable attending the meeting in-person, be sure to have a computer, high-range microphone and speakers onsite in the meeting room so that they can connect to the meeting using BNI Online™.
- Please ensure all Visitors are following the same protocols as Members as outlined above.

TRIANGLE BNI STEPS

Before we can ask Chapters to make moves towards relaunching traditional meetings, there are things we have to accomplish on our end first. This ensures we are prepared to support chapters as they shift their meeting styles.

Checklist for Traditional In-Person Chapter Meeting Relaunch

- Executive Directors develop the approval criteria to go back to in-person meetings for Chapters within their Region. These criteria should be on file at the US National Office – send to janeen@bni.com.
- Executive Directors develop the communication plan for deploying the TMR Program in their regions
- Prepare your Regional Team for the return of in-person meetings.
 - Assess how many Director Consultants are comfortable supporting Chapters that meet in-person by doing an anonymous survey. If you have enough Director Consultant Support for Chapters who might want to go back to in-person meetings, you can proceed. If Chapters will not be supported because they are going back to in-person meetings, you must keep all Chapters meeting using BNI Online.
 - Ensure all Director Consultants who will be attending in-person meetings sign the Acknowledgement and Acceptance of Risk before scheduling the first Chapter to go back to in person meetings. If you do not have enough Director Consultants comfortable attending in-person meetings to support Chapters, you can only open the number of Chapters you can support according to the operations manual.
 - Ensure the Director Consultants fully understand the procedures and continuous monitoring for the traditional meeting relaunch.
 - Be prepared to communicate the implementation of the new brand at the Chapter level (e.g. table runners, pull up banners, etc.)
 - Communicate the Reasons for Pausing/Stopping In-Person Meetings During TMR
- Update BNI Connect® emails for Visitors to accommodate the Visitor consent.
 - This requires every Member to register their Visitors and Substitutes.
- The Regional Office must set up a landing page or system to collect Visitor's Acknowledgment & Acceptance of Risk with recommended personal protective equipment (PPE).
- All regional templates for the Visitor Registration email must be deleted to ensure they are using the proper emails to comply with TMR.
- Update Chapter type in BNI Connect®
- Set up a Weekly Checklist for Presidents at the end of each meeting whereby they would certify that all safety standards set forth in the BNI TMR Manual for their region were met

TRIANGLE BNI STEPS (CONTINUED)

- All Executive Directors, Director Consultants, and Members must be trained on the following:
 - How to work with venue for returning to in-person meetings
 - Adaptions to the meeting through the New Meeting Procedures for a Safe Relaunch
 - No Executive Director should feel influenced to go back to in-person meetings. Additionally, no chapter should feel pressure from an Executive Director. Members who have concerns with TMR procedures can email janeen@bni.com.
 - Chapters should go through an application process to ensure they have considered all the risks and procedures needed to relaunch in-person meetings within the Guiding Principles of TMR.
 - Executive Directors should train their Director Consultants on the procedures for opening Chapters cautiously to ensure the safety of all Members, Visitors and Substitutes.
- Fill out the application to submit your interest in the TMR Program.
- Get written approval (email is fine) from a member of the US National Office or TMR Team to join the TMR Program if accepted. This could take approximately 10 business days from the completion of the application.
- Procure proper signage for BNI Meetings. Signage may be provided through BNI Brandshare. It is the Executive Directors' responsibility to ensure any and all forms and signage comply with all applicable laws.
- Each Regional Office must document when each Chapter starts in-person meetings. These must be on file at the National Office and available upon request of BNI Global.
- The Executive Director should monitor the COVID-19 cases by city to ensure there are no spikes after Chapters go back to in-person. The Executive Director should have a plan to take the Chapter back to BNI Online if there are COVID-19 spikes in the city after the Chapter goes back to in-person meetings.



TMR OPTIONS



TRIANGLE BNI®

Steve Hand

I know people are eager to return to traditional meetings. The decision to do so must be made carefully, after evaluating all of the options. I've made 3 videos about this that can be found on the Triangle BNI® website, but in the next few pages I'll go over the logistics as well as the pros and cons of each of the 4 options.

The most important thing is, no matter which option your Chapter wants to go with, the decision must be 100% unanimous and made anonymously.

OPTION 1: 100% REMOTE

We've been doing this for a year now. We're all pros at this point, and a lot of good has come of it.

In 2019, we generated \$12.9 mil in closed business.

In 2020, we generated \$24.3 mil in closed business.

There's a bit of data floating around that says 26% of BNI members haven't met each other in person. Rates of attrition are down as well!



PROS:

- Visitors can come from *anywhere*
- Tradespeople don't have to leave their jobsite
- Breakout rooms offer options to smaller groups and post-meeting discussions
- No need to factor a commute into your schedule
- No adjustment needed - we've been doing this for over a year

CONS:

- Technology has to be working 100% of the time
- Missing out on the human element

We're all in this together, and there is no rush to return to traditional meetings.

OPTION 2: 100% IN-PERSON

With this & any in-person option, **all State & CDC guidelines MUST be followed.**

- 1 foot to the wall, 6 feet between people
- 20-25 people = regulation tennis court
- Everyone signs a waiver
- Everyone must wear masks
- Everyone has their own clipboard & pen
- Hand sanitizer
- No food/drink brought in
- President completes Weekly Checklist



PROS:

- Less reliant on technology

CONS:

- CDC guidelines are incredibly restrictive and MUST be followed strictly
- Back to factoring a commute into your schedule
- If anyone in your group doesn't want to do this, you won't be able to

Have you ever tried talking to someone across a tennis court when you're both wearing masks?

OPTION 3: HYBRID 1

Some members meet in person while the rest join in via Zoom. **In-person members must still follow CDC guidelines.** This could get tricky...

- Technology - Cameras, mics, everything needs to be high-quality and working perfectly
- Everyone has to commit. If you're an in-person member, you have to be in person for every meeting
- Most people still don't know how to use the mute button
- People at home tend to be excluded - the speaker speaks to those present
- **All state & CDC in-person guidelines must be followed for those in person**



PROS:

- It might *feel* like everyone gets more individual freedom

CONS:

- Technology gets much more complicated
- People at home tend to get excluded
- Might lead to an "us vs them" mentality which breaks groups down
- Requires a firm commitment from everyone with no flexibility
- Those meeting in person still have to follow CDC guidelines

"Compromise is a stalling between two fools."

— Stephen Fry

OPTION 4: HYBRID 2

3 weeks remotely via Zoom, 1 week in-person (in accordance with state & CDC guidelines)

- In-person needs to be the same week every month
- In 5 week months, if your meeting day happens on the 5th week, you shouldn't meet - it will make attendance tracking tricky
- Venue expenses are a consideration



PROS:

- This is a better option of the 2 hybrids
- Makes scheduling around the in-person meeting easier since the change is only once a month

CONS:

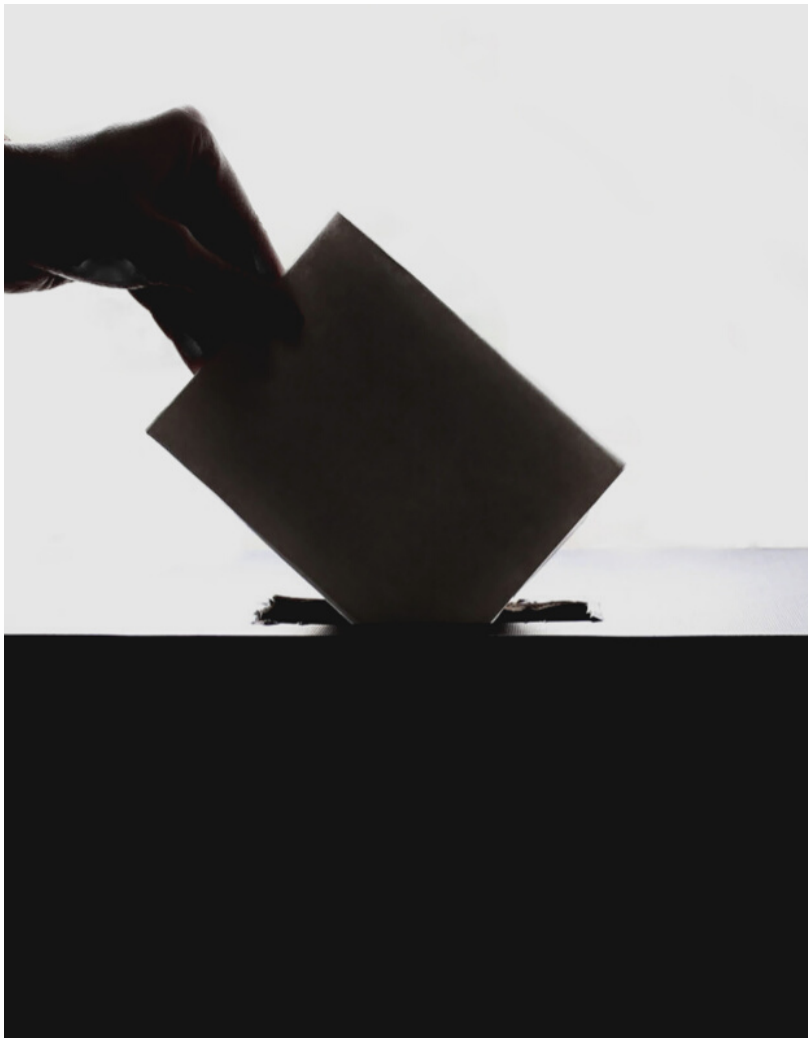
- 5 week months can throw things off
- Venue expenses
- CDC guidelines must still be followed for the in-person week

BNI® still hasn't signed off on this option as of April 2021

UNANIMITY & ANONYMITY

Whatever decision you make needs to be 100% unanimous and anonymous

- Every decision impacts every member
- If you've been meeting on Tuesday mornings and you want to change to Wednesdays, people have built their lives around Tuesday mornings and can't just change on a dime
- If 1 person can't change, nobody can
- To avoid acrimony and bullying, it needs to be anonymous



ONLINE FORM VOTE:

- Present all 4 options to the group
- Triangle BNI sends all members an anonymous online form
- All members complete anonymous form
- When Triangle BNI receives chapter-size results, a questionnaire will be sent out to verify that everyone voted
- Within a week, results will be sent to the Chapter

We are all in this together! Stay safe, stay supportive, and stay successful!

Procedure for a Chapter to Restart In-Person Chapter Meetings

- ❑ The Director Consultant meets with the Leadership Team and Membership Committee via Zoom to get initial feedback on the 4 options for moving forward. It is important that the Leadership Team and Membership Committee understand the procedures for in-person meetings using the New Meeting Procedures for a Safe Relaunch.
- ❑ If the Leadership Team and Membership Committee agree, then it is presented to the Chapter at the end of a BNI Online meeting. Explain all the additional recommendations of the New Meeting Procedures for a Safe Relaunch to the Chapter. If there is genuine interest in going back, the next steps are the anonymous survey.
- ❑ **Anonymously survey** the Members to determine their readiness to relaunch in-person meetings. This survey should be done at the **regional level** to ensure it is done without creating influence toward in-person nor online.
 - ❑ Results should be delivered to the Chapter within one week of completing the survey.
 - ❑ **If less than 100% of Members vote to go back to in-person meetings, the Chapter will continue meeting via BNI Online.** Reassess the situation as needed in a time frame that makes sense for the Chapter. At the time there seems to be more interest, repeat the anonymous survey.
 - ❑ The Members who are at-risk or uncomfortable going to in-person meetings
- ❑ Get approval from Executive Director.
- ❑ Contact the Chapter meeting venue to ensure the venue is complying with all national and applicable laws and can accommodate the with the venue checklist.
- ❑ Determine if the cost of the venue for the number of Members who want to go back to in-person meetings is within the Chapter's budget.
- ❑ Ensure all Members sign the Acknowledgment & Acceptance of Risk before scheduling the first in-person meeting.
- ❑ Ensure all Members commit to registering all their Visitors and Substitutes through BNI Connect® so that Visitors and Substitutes can have the opportunity to sign the Acknowledgement and Acceptance of Risk before attending the meeting. Visitors and Substitutes who have not signed the Acknowledgement and Acceptance of Risk electronically should not be permitted to enter the meeting room.
- ❑ Train each of the Members on the New Meeting Procedures for a Safe Relaunch.
- ❑ Update Chapter Type on BNI Connect®
- ❑ Schedule the first Chapter meeting in person.



TRADITIONAL MEETING RELAUNCH (TMR) ROAD MAP

BNI Chapter Leadership Team:

As we discuss the options to move forward, it is vital that we look at each option carefully and keep open communication with our teams.

We know that restricting in-person Chapter meetings may cause some Members to feel that their ability to receive referrals is limited. However, we know with data that, even during a global economic downturn, BNI online is highly productive for Members. We have actually seen increased retention rates, and generated almost double business closed in 2020 vs 2019. We know that Chapters can efficiently and effectively Launch, Fill, and Retain via BNI online.

As you navigate this important decision, we would ask that you are especially sensitive to situations where some Members in a particular Chapter that is restarting in-person meetings aren't comfortable doing so. Energetic and compassionate care for these Members in particular will serve their interests as well as yours, and it will demonstrate the best of BNI's Core Values.

When in doubt on any issue, we would respectfully ask that you simply pause and put it on ice. If you don't have 100% consensus, you must continue what we've been doing since March 2020. This is a complex situation and you want to have every bit of data, training, and guidance at your disposal to assist you in supporting Member success while also ensuring Member safety. We are all in this together and there is no rush to return to traditional meetings.

TRIANGLE
BNI®

Steve Hand

Webinar / Zoom with Regional Director

Leadership team & RD go
over 4 options and prepare
presentation for team

Anonymous Survey Conducted

Regional Director sends
anonymous survey to team.
100% response rate, 100%
unanimous.

Present 4 Options to Team

Conduct a team meeting
and discuss the proposed
options 1-4. Explain voting
process (anonymous, 100%
unanimity required)

**If not 100% for any
option, keep
meeting remotely
until next survey
conducted**

**Once you have
100% consensus,
move to the next
steps**

Contact Venue

Make sure they can
accommodate:

- TMR Signage
- 6 feet between people &
1 foot from the wall

All members sign Hold Harmless Form

Zoom Training

- 30 minutes for President
& Visitor Host
- Assign COVID
Compliance Officer

Get written approval from Regional Director

Get supplies from Regional Director

TMR Signage if needed

WORKING WITH THE VENUE PRIOR TO STARTING IN-PERSON MEETINGS

- ☐ Identify an available venue that meets your Chapter's needs.
- ☐ Ensure the venue is operating within the local government regulations for COVID-19 response.
- ☐ Can the venue accommodate the number of Members in the Chapter plus at least five (5) guests while following the local government regulations and/or this TMR Manual?
- ☐ Ensure the venue can accommodate social distancing between Members. Minimum social distancing is 2 meters (6 feet).
- ☐ With the room set up for social distancing, can open networking be done safely and in accordance with applicable laws and social distancing requirements.
- ☐ Venues must ensure that adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 80% ethanol or 75% isopropyl alcohol concentrations, tissues, paper towels and no-touch trash cans are available.
- ☐ Hand sanitizer should be prominently provided throughout the venue.
- ☐ Ensure your venue has intensified cleaning, disinfection and ventilation
- ☐ Venue has, or can accommodate, projection and audio/visual equipment to facilitate Members who would like to attend meetings via Zoom.
- ☐ To reduce the risk, no food should be consumed at the BNI meeting if possible. If food is required for any reason, it should be boxed or served individually. No buffets during this time.

Signage Needed at Each In-Person Chapter Meeting Until Further Notice

Below are the minimum recommendations for signage for each Chapter. Signs may be developed by the BNI Marketing Department and distributed through BNI BrandShare:

1. Measures taken to reduce the spread of Covid-19
2. Chapter attendee responsibility for abiding by the guidelines
3. The measures taken can't guarantee that a chapter attendee won't contract Covid-19
4. Chapter attendees attend at their own risk.

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.**

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**



**HYBRID 1:
ONE PERSON
DEDICATED
TO ASSISTING
THOSE MEETING
FROM HOME**

STAY HOME

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



COUGHING



SNEEZING



FEVER



**SHORTNESS
OF BREATH**



**NON-CONTACT
GREETING**



**WEAR A FACE
MASK DURING
THE ENTIRE
EVENT**

WHO SHOULD WEAR A MASK?

- **Attendees**
- **Staff**
- **Volunteers**

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

New Meeting Procedures for In-Person Chapter Meetings

Before the Meeting

- ☐ No sign-in sheets should be used for Members, Visitors or Substitutes.
- ☐ All Visitors and Substitutes must be registered using BNI Connect® so that the Visitor can be directed to a landing page to sign and [Acknowledgement & Acceptance of Risk](#) document. If a Visitor or Substitute has not signed this document, they cannot attend the in-person meeting. If a Visitor is not registered, they cannot attend the meeting. This ensures we have a signed Acknowledgement and Acceptance of Risk on file and that the meeting will not be over capacity.
- ☐ Let everyone know food will not be served at the BNI meeting.
- ☐ Remind everyone there should be social distancing and no physical contact made.
- ☐ Any Chapter attendee who is not feeling well or is 'high risk' should not attend the in-person meeting but can join via BNI Online.
- ☐ Any Chapter attendee who has tested positive for COVID-19 should not attend the Chapter Meeting for at least 14 days after the required quarantine has ended.
- ☐ Any Chapter attendee who has had contact with a known case of COVID-19 should not attend the Chapter Meeting for 14 days after the required quarantine period has ended.
- ☐ The room set up should accommodate social distancing. This may require a set up other than U shape. Round tables are a good option. Each seat should be a minimum of 2 m or 6 feet apart.
- ☐ Set out the BNI Global approved signage at the meeting venue.
- ☐ Set up the computer and screen/projection so that Members wanting to attend via Zoom are accommodated. Ensure there is an audio solution that does not require Members to pass a microphone around.
- ☐ Pre-print all name badges for the Visitors and Substitutes who are registered so that the Visitor can pick up their name badge from the table themselves. If pre-printed name badges are not used, the Visitor Host should write the Visitor's name on the name badge so that there are not multiple people using the same pen. The handwritten name badge should be placed on the table for the Visitor to retrieve it. After applying the name badge, encourage the Visitor to sanitize his/her hands. If hand sanitizer is not provided by the venue, it is the responsibility of the President to provide hand sanitizer for the Visitor Host table.

During the Meeting

- ☐ All Members should wash or sanitize their hands before coming to the meeting, upon arrival, and after they've left the meeting.
- ☐ Everyone should maintain social distancing (6 ft or 2 m). If a meeting participant observes people less than the required distance, politely ask each party to maintain a safe distance and avoid physical contact. We are all invested in each other's safety.
- ☐ No business cards should be exchanged, nor should business card boxes/binders be passed in the meeting. To exchange contact information, the Member can verbally and then digitally share their contact information with another Member Visitor. If the Chapter would like the Visitors to have all the Member's contact information, a Chapter roster should be emailed to them after the meeting.
- ☐ All meeting attendees should wear a face covering throughout the time in the Chapter meeting venue. Please put on your mask before you enter the venue and remove it after you leave the venue.

New Meeting Procedures for In-Person Chapter Meetings

During the Meeting (Continued)

- ☐ Nothing should be passed, including paper slips in a basket, during the meeting to eliminate touches and close proximity. Use the BNI Connect® Mobile App to document all referrals, One-to-Ones and TYFCB. No written testimonials should be transferred during this time. The testimonial can be verbally given at the meeting during the Referral & Testimonial time.
- ☐ No Notable Networker Certificates should be handed out. Get creative on how you will make the Member feel recognized and appreciated. You can email a printable certificate to the Member receiving the recognition.
- ☐ New Member Success Kits should be mailed to the new Member so that the packet itself has not been touched for over 72 hours when the new Member receives it.
- ☐ No physical door prizes should be given out through the duration of the meeting.
- ☐ During new Member inductions, the new Member can be at the front of the room. It is important that social distancing requirements are met when they are in front of the room.
- ☐ As a form of recognition for the renewing Members, be sure to say how many referrals, how much TYFCB and how many Visitors the renewing Member contributed to the Chapter in the last year.

Visitor Orientation

- ☐ To ensure social distancing, you may choose to have a Zoom meeting after the meeting to go over the Visitor Orientation. Alternatively, you may have a One-to-One at the venue provided all precautions taken during the Meeting are carried into the One-to-One (e.g. social distancing, no contact, etc.).
- ☐ All applications should be online, no paper applications. The Visitor can use their own device or onsite or at home to submit their application.

Reporting

- ☐ It is critical that the Vice President keeps accurate attendance records for each meeting. It is critical we know which Members attended each meeting accurately.
- ☐ The Secretary/Treasurer marks Visitor and Substitute attendance in the case that contact tracing must be done. It is critical we know what Visitors and Substitutes were at each meeting accurately.
- ☐ Each week the President should complete a survey certifying that all safety standards set forth in the TMR manual for their region were met.

Acknowledgment and Acceptance of Risk

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. While BNI has taken the appropriate steps to mitigate the risk of COVID-19 being transmitted at the BNI Chapter Meeting, BNI cannot prevent anyone from becoming exposed to, contracting, or spreading COVID-19 as a result of attending a BNI Chapter Meeting. It is not possible to prevent against the presence of the disease. Therefore, if I choose to attend the BNI Chapter Meeting I may be exposing myself to and/or increasing my risk of contracting and/or spreading COVID-19.

Accordingly, I acknowledge that it is my personal and voluntary decision to return to in-person meetings at my Chapter rather than utilizing BNI online as an alternative method of attending the Chapter Meeting. I acknowledge that I understand and freely assume any and all risks of returning to in-person meetings. I further acknowledge that I am not symptomatic for COVID-19, and to the extent that I have been tested for COVID-19, I did not test positive for the virus. Furthermore, I am not considered a high-risk person to contract and have complications from the COVID-19 disease. Moreover, if at any time I become symptomatic for COVID-19 I will immediately notify my Chapter President to enable my Chapter to participate in any contact-tracing that the local jurisdiction may require. I will discontinue attending in-person meetings at my Chapter for at least 14 days after a self-imposed quarantine. In order to attend these in-person meetings I will follow and comply with all directives that the Chapter President may require including, but not limited to wearing face coverings and maintaining social distancing of at least 6ft from any other Chapter attendee or participant. I further acknowledge that it is my responsibility to review and comply with any government, state, or local directives, CDC advisories, warnings, or any other information regarding COVID-19 and which are directed to individuals. Based on those guidelines I freely assume any and all risks which may accompany those guidelines and/or directives.

Waiver, Release, and Hold Harmless. In consideration for being permitted to attend in-person BNI Chapter meetings, I do hereby forever release and waive my right to bring suit against Triangle BNI, the BNI Chapter, BNI Global, LLC and its affiliates, together with all of their respective present and former officers, employees, members, directors, agents, servants, representatives, parents, subsidiaries, franchisees, successors, and assigns ("BNI"), in connection with exposure, infection, and/or spread of COVID-19 related to my attendance at any BNI Chapter meeting. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease, or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

This Waiver, Release, and Hold Harmless shall be binding upon my survivors, heirs, successors, and assigns. I understand and agree that this Waiver, Release, and Hold Harmless is a release of liability and I sign it on my own free will.

CHOICE OF LAW: I understand and agree that the law of the State of North Carolina will apply to this Release.

Signature

Date

Printed Name

COVID-19 Potential Exposure

Chapter Crisis Response to COVID-19

The safety and wellbeing of our Members is BNI's top priority. If a Member, visitor or associate contracts COVID-19 the following action items need to be followed:

1. If a Member, visitor or associate informs you that they likely have been exposed to or have COVID-19, immediately request them to **not attend their in-person Chapter Meeting. Contact your Executive Director** or Regional Admin (if the Executive Director is unavailable).
2. The Executive Director will gather the following information about the exposed/infected person:
Name: _____ Confirmed to have COVID? ☐ Yes ☐ No
Phone: _____ When were they last in contact with any BNI
Email: _____ Member? ☐ Yes ☐ No
3. **Immediately the Executive Director should contact the National Office, appropriate health/safety organization and Market President.**
4. Use the PALMS Report and Visitor Report to collect the names and contact information for all exposed participants. Consult the Vice President and Secretary Treasurer of the Chapter for any clarification needed relating to attendance.
5. **Prepare Proper Communication**

Potential Exposure Checklist

- STEP 1:** If a Member, Visitor or Associate in your Chapter has COVID-19 the Chapter's in-person meetings should be suspended at this time.
- STEP 2:** You should contact your local health department and inform them that a participant in your local Chapter may have been exposed to the COVID-19.
- STEP 3:** Members, Visitors, and Associates of the Chapter should be informed that a participant in a meeting they attended **has been exposed.**
- STEP 4:** Members should familiarize themselves with relevant information on COVID-19 through the local health department website or WHO website.

Confirmed Exposure Checklist

- STEP 1:** If a Member, Visitor or Associate in your Chapter has COVID-19 the Chapter's in-person meetings should be suspended at this time.
- STEP 2:** You should contact your local health department and inform them that a participant in your local chapter may have been exposed to the COVID-19.
- STEP 3:** Members, Visitors, and Associates of the Chapter should be informed that a participant in a meeting they attended has **COVID-19.**
- STEP 4:** Members should familiarize themselves with relevant information on COVID-19 through the local health department website or WHO website.

Health & Safety Protocols are Not Being Followed

If a Member, Visitor or Associate are attending in person meetings are noticing meeting participants are not following the proper safety protocols laid out by BNI and/or the applicable governing body, please report the incident immediately.

BNI Crisis Hotline (800) 825-8286 or Crisis@BNI.com

Media Inquiries

1. If a reporter from the media begins to ask you questions on any subject, you are to reply with:
"I would like to help you get answers to your question. I will need to put you in contact with our spokesperson, Terry Atkins. He will be happy to assist you."
2. Under no circumstance is any BNI Associate authorized to make any statement to any representative of the media concerning any incident or event that in any way involves BNI unless specifically authorized to do so by the BNI Spokesperson, Terry Atkins.
3. Don't feel obligated to say anything but the approved statement: Repeat,
"I would like to help you get answers to your question. I will need to put you in contact with our spokesperson, Terry Atkins. He will be happy to assist you."
4. Immediately send the following information to BNI spokesperson, Terry Atkins at terryatkins@bni.com:
Reporter Name: _____ Phone number: _____
Media outlet: _____ Email: _____
5. Immediately contact your Area Directors, Director Consultants and Chapter Presidents (who could be contacted by the same media outlets) to remind them of this media inquiry protocol. They too should also defer to the BNI spokesperson, Terry Atkins.
6. **Urgent Meeting should be set up with the National Director (if applicable), Executive Director/Regional Director (if applicable), Market President and Terry Atkins immediately.**

References

World Health Organization. (2020, October). "Advice for Public." Retrieved from <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

US Center for Disease Control (2020 September) "Workplace Decision Tool." Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/workplace-decision-tool.html>

World Health Organization. (2020, October). "Infographics - English." Retrieved from <https://www.who.int/brunei/news/infographics---english>

US Center for Disease Control (2020 September) "Businesses and Workplaces: Plan, Prepare, and Respond." Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

International Franchise Association (2020 May) "Franchise Reopening Blueprint." Retrieved from <https://community.franchise.org/franchise-reopening-blueprint>

North Carolina Department of Health & Human Services (2021 March) "Current Restrictions" <https://www.nc.gov/covid-19/current-restrictions/faqs-eased-restrictions-under-executive-order-204>



BNI[®] **TRADITIONAL** **MEETING RELAUNCH** **SIGNAGE**

BNI Chapter Leadership Team:

These signs that communicate meeting risks and safety precautions are to be printed and displayed at the BNI Chapter Meeting's Registration Table to be seen by every attendee of the meeting during the Traditional Meeting Relaunch environment.

Without these signs properly displayed and readable by every attendee to the meeting, the chapter will be asked to resume Zoom only Chapter Meetings. In BNI, safety is our number one priority to all our members and their guests. We have set and will maintain the "Gold Standard" in safety and care for all involved.

Remember that each Chapter member has been asked to abide by and help enforce the requirements that are outlined in the TMR Manual to continue to hold in-person meetings. This TMR will remain in effect while the State, country and world remains in the global pandemic.

We are in this together. Let us provide an environment that is as healthy and safe as possible.

Thank you for your help.

TRIANGLE
BNI[®]

Steve Hand



HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win



World Health Organization

PLEASE NOTE THAT BNI NOW RECOMMENDS THAT MEMBERS WEAR TWO MASKS INSTEAD OF ONE

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win



PLEASE NOTE THAT BNI NOW RECOMMENDS THAT MEMBERS WEAR TWO MASKS INSTEAD OF ONE

ATTENTION:

All attendees entering
this meeting room
must sign a waiver

We are working in accordance with
CDC and state guidelines to stop the
spread of COVID-19

Chapter attendees attend at your own risk.

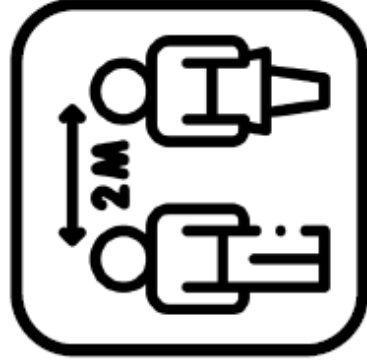
FOLLOW THESE GUIDELINES



Wear a Mask



**Wash your
Hand or Use
Hand Sanitizer**



**Keep 6 Feet
Apart**



**Prevent Any
Contact**

BNI[®] MEMBER NOTICE

Please be aware that you are attending this meeting at your own risk. Although certain measures are being taken to reduce exposure, there is no guarantee that you won't contract COVID-19.

WHAT ARE THE SYMPTOMS OF COVID-19?

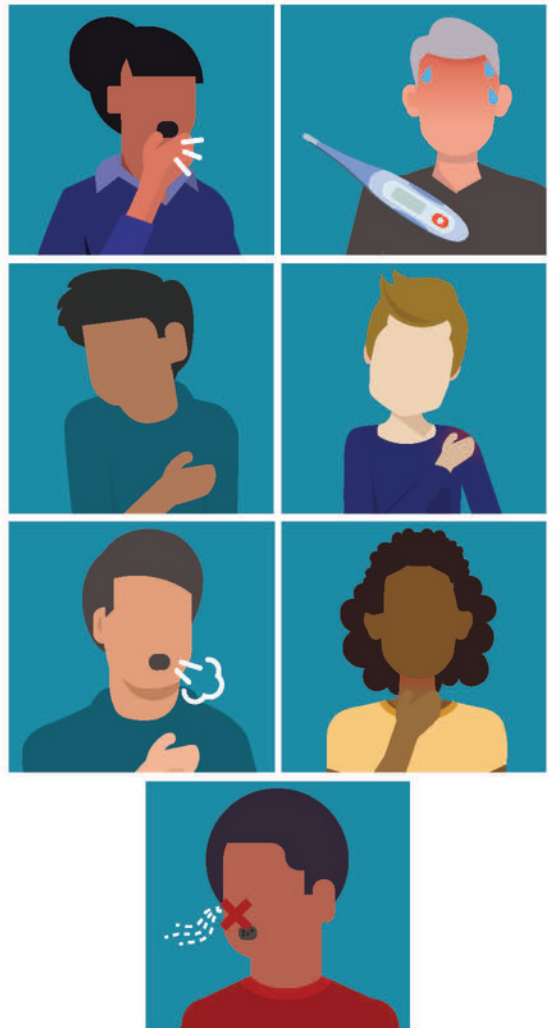
The most common symptoms of COVID-19 are:

fever
dry cough
tiredness

Other symptoms that are less common and may affect some patients include:

aches and pains
nasal congestion
headache
conjunctivitis
sore throat
diarrhea
loss of taste or smell
a rash on skin
discoloration of fingers/toes

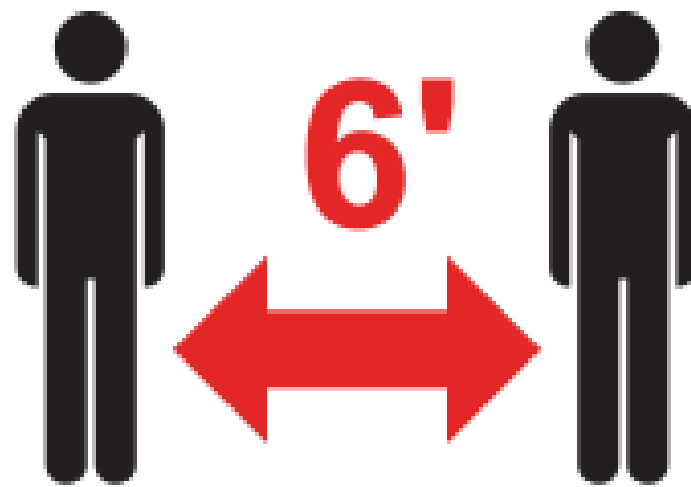
These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms.



**If you are experiencing any of these symptoms,
please do not attend this meeting.**

For more information visit the World Health Organization website at www.who.int

NOTICE



**Practice social
distancing**



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**