



# **Traditional Meeting Relaunch (TMR) Manual**

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## **BNI's Guiding Principles for Traditional Meeting Relaunch**

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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 "110% Compliance, 110% 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.



## Guidelines for Chapter In-Person Meetings

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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:

- Ensure that the indoor venue is well-ventilated. 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 a face mask— 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 not allow attendance without a face mask. Removing your face mask while seated is allowed.
- Maintain a minimum of 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.
- 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 Acknowledgment 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 after attending a meeting, the meeting must revert to BNI Online™ meetings. 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 all members logged into the zoom meeting at the same time so that the people that do not attend the in-person meeting can connect to the meeting using BNI Online™.
- Please ensure all Visitors are following the same protocols as Members as outlined above.



## Regional Office Responsibilities

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### Roles & Responsibilities

The following is a suggested list of roles recommended to ensure excellent implementation of the TMR program. Roles may be added. Responsibilities may be added. All responsibilities listed below should be done.

Role	Responsibility
<b>Executive Director</b>	Evaluating Chapters for the program Develop the manuals and training materials Ensure training at all levels is occurring Communication with Regional Team Members Documentation when each Chapter starts in-person meetings. Reporting data back to the US National Office Monitoring COVID-19 statistics Receive any reports of non-compliance and/or concern from the Members. Check in with Presidents to confirm compliance with TMR procedures. PALMS Report Monitoring Visitor Entry Monitoring
<b>Chapter President</b>	“Certifying” venues for compliance. Ensuring compliance with all applicable laws and BNI recommendations at the Chapter meeting Working immediately with the regional office and local authorities if there are any exposures suspected at the Meetings
<b>Vice President</b>	Keeping 100% accurate attendance records through the PALMS Report in BNI Connect®
<b>Secretary/ Treasurer</b>	Keeping 100% accurate records of Visitor attendance and contact information. Entering Visitor information into BNI Connect®



## Procedure for a Chapter to Restart In-Person Chapter Meetings

- ☐ Director offers the Executive Team the following options for returning to in-person meeting:
  - ☐ Stay on BNI Online and review each month.
  - ☐ Vote to return to weekly in-person meetings.
  - ☐ Vote to move to a hybrid version with 1 meeting in person per month and the remaining meetings online in that month.
- ☐ If the Executive Team agrees on a meeting format, then the choice 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 step is 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.
  - ☐ To ensure all members have a say, a response rate of 95% of the chapter is required.
  - ☐ Results should be delivered to the Chapter within one week of completing the survey.
  - ☐ If less than 85% of Members vote to go back to in-person meetings, the Chapter will continue meeting via BNI Online. Reassess the situation when requested by the President and a minimum of four weeks have passed. At that time, if the President requests it, repeat the anonymous survey.
  - ☐ The Members who are at-risk or uncomfortable going to in-person meetings should be accommodated via Zoom into the in-person meeting.
  - ☐ The Members who are at-risk or uncomfortable going to in-person meetings should be given an option other than medical leave to maintain their participation in BNI. Medical leave is not an appropriate solution because they lose their membership time.
- ☐ The Leadership Team contacts the Chapter meeting venue to ensure the venue is complying with all national and applicable laws and can accommodate the Chapter 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.
- ☐ Fill out the application to submit your interest in the TMR Program by [clicking here](#).
- ☐ The Director meets with the Executive Team and Visitor Host team for training and discussion regarding in-person meeting safety and procedures. It is important that the Executive Team and Visitor Host team understand the new suggestions for in-person meetings using the New Meeting Procedures for a Safe Relaunch.
- ☐ Ensure all Members sign the [Agreement for Attending In-Person BNI Chapter Meetings: Waiver and Release](#) 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 Agreement for Attending In-Person BNI Chapter Meetings: Waiver and Release before attending the meeting. Visitors and Substitutes who have not signed the Agreement for Attending In-Person BNI



Chapter Meetings: Waiver and Release electronically should not be permitted to enter the meeting room.

- ☐ Train each of the Members on the New Meeting Procedures for a Safe Relaunch.
- ☐ Print all required signage.
- ☐ Update Chapter Type on BNI Connect®
- ☐ Schedule the first Chapter meeting in person.

## **Reasons for Pausing/Stopping In-Person Chapter Meetings During TMR**

Below are examples of when in-person Chapter meetings may need to revert to BNI Online meetings:

- ☐ Applicable laws change to make it unlawful for BNI Chapters to meet (examples may include in person meetings being prohibited, stay-at-home orders initiated, etc.).
- ☐ If a Member or visitor confirms positive COVID test results after attending a BNI meeting.
- ☐ If a Member or visitor attends a meeting and discovers that they have been in proximity to a person recently confirmed positive for COVID.
- ☐ Epstrong.org reflects a stage 2 infection rate for the local community as defined in the table below.





## Survey Member Readiness to Restart In-Person Chapter Meetings

The survey will read as follows:

1. Do you prefer to attend your BNI Chapter meeting in-person provided that the legal requirements of your area allow it and special accommodations are made (i.e. social distancing, wearing face masks, no physical contact, and no passing of items)
  - ☐ Yes
  - ☐ No

If question one is answered, yes, end survey. If no was the answer, ask the next two questions.

2. If no, when might you be ready?
  - ☐ In the next 30 days
  - ☐ In 31-60 days
  - ☐ In 60+ days
  - ☐ When I'm vaccinated
3. If your Chapter goes back to in-person meetings before you feel comfortable to do so, how would you like to participate?
  - ☐ Via Zoom
  - ☐ Switch to a Chapter still meeting fully Online



## Working with the Venue Prior to Restarting In-Person Chapter Meetings

Once 85% of the Chapter has voted to restart in-person Chapter meetings, the Leadership Team should work with the venue to ensure it can accommodate the new recommendations for 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 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 will be consumed at the BNI meeting if possible.



## **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.



## New Meeting Procedures for In-Person Chapter Meetings

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### Before the Meeting

- ☐ No sign-in sheets should be used for Members, Visitors or Substitutes. Train the Visitor Host on how to mark attendance in BNI Connect® on their own device as Visitors and Substitutes check in.
- ☐ All Visitors and Substitutes must be registered using BNI Connect® so that the Visitor can be directed to a landing page to sign and Agreement for Attending In-Person BNI Chapter Meetings: Waiver and Release. 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 Agreement for Attending In-Person BNI Chapter Meetings: Waiver and Release 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 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 ensure the chapter provides 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). 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 or a QR code and link can be shared during the meeting.
- ☐ All meeting attendees should wear a face covering during registration, open networking, and whenever not seated at a table. Please put on your mask before you enter the venue and remove it after you leave the venue.
- ☐ 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 door prizes should be given through the duration of the program.
- ☐ 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 Leadership Team keeps accurate attendance records of all participants for each meeting. It is critical we know what Members were at each meeting accurately.



- ☐ The Secretary/Treasurer marks Member, Visitor/Guest and Substitute attendance in the case that contact tracing must be done. It is critical we know what Visitors/Guests 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.



## Appendix

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### Acknowledgment & Acceptance of Risk

#### EXHIBIT 1

##### **Agreement for Attending In-Person BNI Chapter Meetings: Waiver and Release**

This agreement is made by and between Sun City Networking, LLC dba BNI El Paso ("BNI") and \_\_\_\_\_ . Date: \_\_\_\_\_ .

#### Recital:

The novel coronavirus, COVID-19 has been declared a worldwide pandemic by the World Health Organization. I understand that while BNI has taken the appropriate steps to mitigate the risk of COVID-19 being transmitted at BNI Chapter Meetings, BNI cannot guarantee or prevent anyone from becoming exposed to, contracting, or spreading COVID-19 as a result of attending a BNI Chapter Meeting in person. It is not possible to prevent against the presence of the disease. I further understand that COVID-19 transmission conditions can change and that the virus is developing new strains. I understand if I choose to attend a 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's my personal and voluntary decision to attend my chapter rather than BNI Online to attend the chapter meeting.

#### Agreements:

In consideration for being permitted to attend in person BNI chapter meetings, I hereby agree to the following:

1. I understand and freely assume any and all risks of attending in person chapter meetings.
2. I will not attend an in-person BNI meeting if I or anyone in my household has symptoms consistent with COVID-19. If I have been tested for COVID-19, I will not attend an in-person BNI meeting if I tested positive for the virus.
3. I am not considered a high-risk person to contract and have complications from the COVID-19 disease.
4. If at any time I become symptomatic for or test positive 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.
5. If I have symptoms for COVID-19 or if I test positive, I will discontinue attending in-person Chapter Meetings for at least 14 days.
6. In order to attend in-person Chapter 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 from any other Chapter attendee or participant of at least the minimum distance required by local law. If the chapter president requests that I leave because I appear to be exhibiting symptoms, I agree to cooperate.
7. I further acknowledge that it is my responsibility to review and comply with any government, state, or local directives, advisories, warnings, or any other information regarding COVID-19, and which are directed to individuals, and based on those guidelines, I freely assume any and all risks which may accompany those guidelines and/or directives.



8. I do hereby forever release and waive my right to bring suit against 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 ("Releasees"), 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 claims 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 and release shall be binding upon my survivors, heirs, successors, and assigns. I understand and agree that this waiver and release is a release of liability and I sign it of my own free will.
9. CHOICE OF LAW: I understand and agree that the law of the State of Texas will apply to this Agreement for attending in-person BNI Chapter meetings: Waiver and release.

Signed on \_\_\_\_\_(date)

Signature: \_\_\_\_\_  
Sun City Networking dba BNI El Paso

Signature: \_\_\_\_\_





## 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](mailto: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 Office, Executive Director/Regional Director (if applicable), and Terry Atkins immediately.**



## COVID-19 Exposure

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? \_\_\_\_\_
3. **Immediately the Executive Director should contact the National Office.**
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**
  - If potential exposure to COVID-19, prepare TMR – potential exposure communication plan.
  - If a Chapter Member, Visitor or Associate has been exposed to COVID-19 prepare TMR – confirmed exposure communication plan.

## 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](mailto:Crisis@BNI.com)**



## COVID-19 Potential Exposure

### Chapter Crisis Response to COVID-19

#### 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 Regional Director and inform them that a participant in you Chapter has been exposed to 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.

#### Communication of a Potential Exposure

**Title:** "Potentially Exposed Member"

**Distribution From:** Executive Director/Regional Director

**Distribution To:** Affected Chapter' Members, Visitors and Associates

Dear <<CHAPTER NAME>>,

Your safety and wellbeing are our top priority. Out of an abundance of caution we want to inform you that a participant attending last week's meeting at <<LOCATION>> may have been in proximity to an individual with COVID-19. It is our understanding that this participant has not shown any symptoms themselves. In the days ahead as we learn more and are able to share more about their condition, we will provide you an update.

Please familiarize yourself with information that can be found on **EPStrong.org**. If you are experiencing any symptoms associated with COVID-19, you should contact your primary healthcare provider or call the EP Strong COVID information line at 915-21-COVID. To further protect your health, we have chosen to suspend meetings at this location until further notice as a temporary preventative action.

In order to provide you the opportunity to continue to access your network and grow your business, please begin BNI Online meetings again. This will allow you meet weekly to share referrals all from the convenience and comfort of your home or office.

We appreciate your support and understanding as we work together to preserve the health and wellness of our community.

Sincerely,

<<EXECUTIVE DIRECTOR>>

<<CHAPTER NAME>>



# COVID-19 Confirmed Exposure

## Chapter Crisis Response to COVID-19

### 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 Regional Director and inform them that a participant in your local chapter has tested positive for COVID-19.
- STEP 3:** Member, Visitor or Associate 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.

### Communication of a Confirmed Exposure

**Title:** "Member with COVID-19"

**Distribution From:** Executive Director/Regional Director

**Distribution To:** Affected Chapter' Members, Visitors and Associates

Dear <<CHAPTER NAME>>,

Your safety and wellbeing are our top priority. Out of an abundance of caution we want to inform you that a participant attending last week's meeting at <<LOCATION>> has been diagnosed with COVID-19. It is our understanding that this individual has been instructed by their physician to self-quarantine. In the days ahead as we learn more and can share more about their condition, we will provide you an update.

Please familiarize yourself with COVID-19 information that can be found on **epstrong.org**. If you are experiencing any symptoms associated with COVID-19, you should contact your primary healthcare provider or call the EP Strong COVID information line at 915-21-COVID. To further protect your health, we have chosen to suspend meetings at this location until further notice as a temporary preventative action.

In order to provide you the opportunity to continue to access your network and grow your business, please begin BNI Online meetings again. This will allow you meet weekly to share referrals all from the convenience and comfort of your home or office.

We appreciate your support and understanding as we work together to preserve the health and wellness of our community.

Sincerely,

<<PRESIDENT NAME>>

<<CHAPTER NAME>>

## References

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## WHO Guidance Regarding How to Wear Masks Safely

# 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



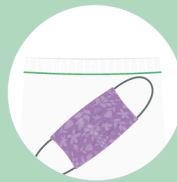
Clean your hands before removing the mask



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](https://www.who.int/epi-win)

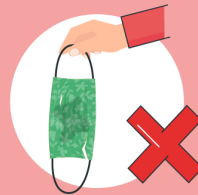


**World Health Organization**

**\*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](https://who.int/epi-win)



**World Health Organization**

# Wash your hands

Wash your hands with soap and running water when **hands are visibly dirty**



If your **hands are not visibly dirty**, frequently clean them by using alcohol-based hand rub or soap and water



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Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



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## Protect others from getting sick

When coughing and sneezing  
**cover mouth and nose** with  
flexed elbow or tissue



**Throw tissue into closed bin  
immediately after use**

**Clean hands** with alcohol-based  
hand rub or soap and water  
after coughing or sneezing and  
when caring for the sick



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