

## TMR CHAPTER TRAINING IMPORTANT POINTS

- Register ALL visitors, guests, and subs in BNI Connect®
- Visitor Host will have Visitor Badges pre-made at the registration table
- Display your TMR and COVID Signage.
- Use hand sanitizer as you enter the room.
- Avoid passing or sharing pens, business cards, brochures, rosters, phones, microphones, etc. during the TMR Program.
- Avoid physical contact at this time.
- Provide a professional meeting for all members to participate
- Have fun and be safe!

**If a member or visitor tests positive to COVID-19 and was in the meeting, please follow these steps:**

1. Contact the Chapter President and inform them of the situation immediately. Don't wait!
2. Chapter President will Email every participate in the meeting to let them know that they may have been exposed to COVID-19 in the Meeting and to take appropriate actions.
3. The BNI meeting is required revert to BNI Online™ meetings for a minimum of 2 weeks.
4. The President must contact the BNI Regional Office. The Regional office will change the Chapter meeting status in BNI Connect® to "Temporary Online" for two weeks and assist with any questions the Chapter may with regards to the situation.



## TMR Attendance Policy:

If a member is ill or confirmed exposed to COVID during the TMR Program, a member may request an excused absence by contacting the VP or MC before the meeting. If approved, the VP will mark the member as a "Medical Leave" for the week. If the member is absent the following week, they will be responsible for sending a substitute in their place.

**Purpose:** Keep members, guests, and meeting environment safe.

## Member Safety is Priority #1

Provide an environment that is as healthy, safe, and professional. Member safety is at the forefront of every decision we all make.

**PLEASE...** NO Hugs, Handshakes, or Sharing Materials just yet. We want everyone to feel comfortable in your meeting. While your Chapter is in the TMR Program, let's be sure to keep our meetings healthy, safe and professional. We are all responsible for each other's well-being. Have your Visitor Host Team set these same expectations with your Visitors & Guests as they enter your Meeting Room.

## BNI ATLANTA RESOURCES

All TMR Resources can be found on our regional website at [BNIatl.com](http://BNIatl.com) > TMR (Top Menu). We have provided our Chapter these resources to assist our BNI Chapters to returning to in-person BNI meetings. All updates to the process and other materials will be listed on our [TMR web page](#).

## KEEP UP TO DATE ON COVID-19 IN YOUR AREA

- John Hopkins Coronavirus Resource Center: <https://coronavirus.jhu.edu/us-map>
- World Health Organization Website: <https://www.who.int/>
- CDC – COVID 19: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>