

Signer Newsletter



A message from Chief Mike Everson of the Airport PD

From: Mike Everson, Chief, Airport Police Department and Director of Public Safety

To: MSP Badge Signers

Daily life has changed dramatically at MSP in recent months as a result of the COVID-19 pandemic.

Day after day during their patrols, airport police officers have seen first-hand the relative lack of customers in airline gate areas, airport restaurants and shops, parking ramps, ground transportation loading areas and other locations.

We understand the challenges that these sparsely populated spaces present to our airport partners. And we want you to know how much we appreciate the work that you've done -- and continue to do -- in the midst of everything else to stay up-to-date with your employees and the status of their badges.

Even with the slowdown in passenger traffic, we still have hundreds of flights each day. Maintaining a secure environment in the airport remains a top priority. We value your partnership and continued cooperation in the badging process, as security for airline passengers and all airport employees remains a cornerstone of our operations.

We are anticipating -- and indeed looking forward to -- a busy period at the Badging Office whenever passenger traffic starts to pick back up and more employees return to MSP. We've already made significant changes at the Badging Office, with airport employee health and safety as a top priority. Changes include adding Plexiglas shields at the Badging service counters and enhancing our cleaning schedule.

Also, last week, the MAC urged everyone to wear masks when they're in any public area of the airport, both indoors out and outdoors. Most airlines are requiring passengers to wear masks on aircraft, and nearly all airport employees are wearing masks whenever they interact with the public. Hopefully, those that are not will do so now.



The safety of airport employees and passengers is our number one priority, and everyone on the airport campus has a role to play in keeping each other safe not only from security threats, but also from COVID-19.

As always, if you have any questions about badging, please contact the Badging Office team at Badging@mspmac.org.

Sincerely,

Mike Everson

Action Needed

Many badges unaccounted for; please return them promptly

With the reduction in the number of employees working at the airport, the Badging Office knows that many Signers are taking on additional duties or trying to get your work done within a reduced number of hours.

While we are very sympathetic to the challenges stemming from the COVID-19 pandemic, to maintain the security of the airport and to avoid a full rebadging of the entire population of badge holders at MSP, **we need your assistance.**

Please notify the Badging Office immediately whenever an employee goes on a leave of absence or has been terminated. Badges of terminated employees must also be returned to the Badging Office. If badges are not returned in 10 days the company faces a fine of \$200.

The percentage of unaccounted for badges is currently at an unacceptable level. If the percentage continues to rise – for security reasons – the Department of Homeland Security could require us to rebadge the entire population of badge holders at MSP. This would be a significantly burdensome task for you, your employees, and the Badging Office. The cost of rebadging all employees would also put a further financial strain on businesses at the airport.

Security requirements remain a top priority at MSP, despite all the changes in the airport's daily routine and operations. Please make the time to track down those badges, return them to the Badging Office and keep the airport safe and secure.

Full details on the return process [can be found here](#).

Reactivate badges using the proper procedure



When Signers need to reactivate employee badges, please start the process with an email to the Badging Office at Badging@mspmac.org. In the subject line, include the number of badges that need to be reactivated, and the date by which you want them active.

For example: Subject: July 1, 2020; 47 badge reactivations

The email needs to arrive in the Badging Office **two business days before your deadline**.

Please include the **name and badge number of each employee**.

This is important for cross-referencing; in case a name is misspelled. Also, many badge holders have similar names. It helps reduce the possibility of error when we have both the name and badge number.

Reminders

New Signer Portal ready for your online visit

The online MSP Signer Portal recently underwent an upgrade and now includes many new and useful tools for Signers.

Do you need a list of all your company's active badge holders? Just click on the "Badge Holders" tab for a complete list. The Portal's dashboard will also show which badges are expiring and the status of pending badge applications -- among other sets of data.

The lists can even be downloaded to a spreadsheet for your convenience, and information that you used to call the Badging Office about is now at your fingertips.

If you need access, have questions, or need assistance with the portal, please send an email to: MSPSignerPortal@mspmac.org.

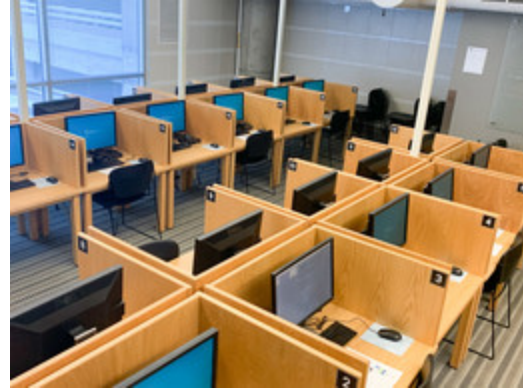
What's New

Capacity reduced in training classroom

Due to social distancing requirements stemming from the COVID-19 pandemic, we have reduced the capacity of the classroom adjacent to the Badging Office by 50 percent.

Only 13 of the 26 stations are now being used for training.

Employers are encouraged to break up larger groups of employees and send them in smaller cohorts. While in the classroom, employees will be asked to keep a six-foot or greater social distance from each other, as well as be encouraged to wear face masks.



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