

Signer Newsletter



ACTION NEEDED

Reactivation of badges in a Leave-of-Absence status



Please submit any badge re-activation requests by email to badging@mspm.com (no phone calls please) a minimum of two business days prior to any employee being scheduled to return to work.

With about 25 percent of the approximately 20,000 MSP Airport badges in a leave-of-absence status, timely notifications will help the Badging Office schedule the reactivation of these badges. Include the number of needed activations and the required activation date in the subject line of your email. For example: May 1, 47 badge activations.

Requests need to be submitted by an Authorized Signer of the company. Have the employee wait until you receive confirmation that the badge has been activated; swiping a badge that is in a leave-of-absence status will result in a police officer being dispatched to confiscate the badge.

If you have employees who are still employed by your company but are on a leave of absence for 30-plus days, please email badging@mspm.com to have those badges put in a leave-of-absence status.

Note: All expiring and terminated badges must be returned to the Badging Office within 10 days of termination or expiration or the \$200 non-returned badge fee will be assessed.

Expired and terminated badges

The number of badges that are unaccounted for has skyrocketed during the COVID-19 pandemic, including badges for terminated employees and expired badges for employees on a leave of absence.

Please track down all terminated and/or expired badges and return them to the Badging Office ASAP to avoid assessment of the \$200 non-returned badge fee.

WHAT'S NEW

Badging Office operations altered, improved for COVID-19



The new Plexiglas installed at the Badging Office's service counter.

The Badging Office has remained open with normal business hours during the COVID-19 pandemic. We have made several changes to minimize the risk of exposure to the virus and any other illnesses that are commonly spread through contact.

- All visitors to the Badging Office are given a hand sanitizer wipe
- Badging staff use hand sanitizer before, during, and after every interaction with customers
- Equipment and surfaces are being cleaned and sanitized frequently throughout the day
- Plexiglas walls have been installed at our front desk and at the Badging Counters
- As always, we ask customers who appear to be sick, and those who have fevers, coughs, sneezing or any other symptoms of illness, to re-schedule their badging appointment after they're feeling well.

Please visit www.mymspconnect.com/badging for the latest information on Badging Office hours and procedures.

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Online MSP Signer Portal upgraded

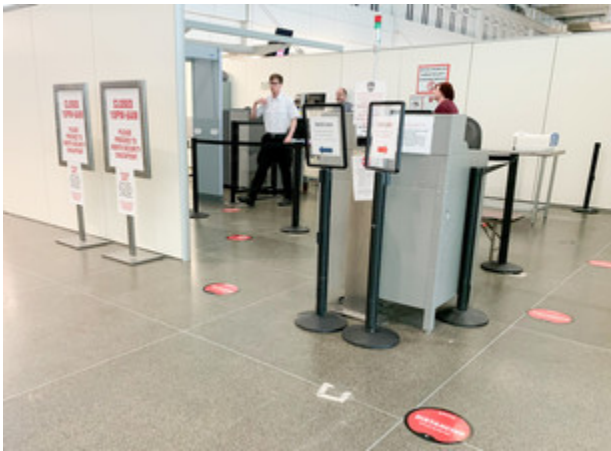
The online MSP Signer Portal was recently upgraded and offers many useful features.

The new dashboard offers a quick way to see everything from the number of active badges a company has to the status of pending applicants.

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 list can even be downloaded in a spreadsheet for convenience.

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

New procedures at employee security checkpoint portals



New procedures have been established to keep the employee security checkpoints clean and safe:

- We are cleaning and sanitizing equipment and surfaces frequently throughout the day.
- We've installed hand sanitizer stations near the secure side of the portals for use by employees once the screening process is completed.
- Employees are to maintain 6 feet social distancing when in line for employee screening.

Pictured: The newly reconfigured Terminal 1 employee security portal, with social distancing floor markers.

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New routines at staffed field gates

Drivers who use the staffed field gates will notice new procedures:

- Drivers and passengers of vehicles are required to scan their own badges at the field-gate badge readers instead of having the security officers handle the badge(s).
- Security officers are wiping their gloves with hand sanitizer between each vehicle inspection.
- Drivers and passengers are allowed to exit their vehicles and observe the interior inspection of vehicles (maintaining 6 feet social distancing).

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