

**ACTION PLAN**  
**ST. PETE-CLEARWATER INTERNATIONAL AIRPORT**  
**OPERATIONS**  
**BADGE OFFICE**

GOAL: Re-opening of Badge Office

OBJECTIVE: To successfully re-open the Badge Office to the public while maintaining the safety guidelines as instructed by the CDC

TASK: Setting appointments, processing applications, training, badge issuance

**OFFICE HOURS**

The office hours will be 8:00 a.m. - 4:30 p.m. with the last appointment for testing at 3:30 p.m.; this allows an hour for testing to be completed prior to the office closing. If an individual has not completed their test by 4:30 p.m., they will be required to reschedule to come in and finish testing at the next available appointment time.

**CLEANING**

General cleaning of the office and training room will be accomplished by 7:00 a.m. each morning by American Facilities. Each day, a signed inspection will be confirmed with John Indrunas, or a designee. In the front reception area, two pen holders will be on the counter, one for used pens and one for new pens. The “used” pens will be cleaned throughout the day and placed back into the “new” holder.

A Plexiglas window barrier will be placed at one of the front windows (right side) with a cutout to pass paperwork through.

Two hand sanitizing stations will be placed in the Badging Office, one in the front reception area and one in the Training Room.

The Training Room will be cleaned after each use, using Nurta-Max Disinfectant.

**APPOINTMENTS AND ADMITTANCE INTO THE OFFICE**

The office will strictly enforce appointments only for both badging and training related business.

A mask will be required to be worn while in the office. Signage prior to entering the Badging Office will be posted as follows:

From 8:00 a.m. - 12:00 p.m. badge renewals will be completed.

From 1:00 p.m. - 3:30 p.m. new badges will be processed.

Fingerprinting will require the applicant to sanitize their hands using hand sanitizer located in the front reception area. The fingerprinting machine will be disinfected using Nurta-Max Disinfectant.

### **CHANGES IN POLICY**

All **new** badge applicants will complete their initial training on the airport-computer based programs located in the Training Room. To maintain CDC and DOH guidelines, maximum of 3 people can be accommodated in the Training Room. Renewals will complete the training online utilizing a computer not provided by the airport. If a person for whatever reason, cannot accommodate their training this way, an appointment is made with the Badging Office to take the training course.

### **Walk-ins will not be accepted.**

Applications should be filled out completely and signed by the Signatory. Signatory will be responsible copying the two mandated ID's as related in Form I-9. If an application is not filled out properly or forms of identification are incorrect, a new appointment will need to be made. Completed applications with ID's can be emailed by the Signatory to Jim Fletcher [jgfletcher@fly2pie.com](mailto:jgfletcher@fly2pie.com) and Dawn Ferrante, [dferrante@fly2pie.com](mailto:dferrante@fly2pie.com) prior to scheduled appointment.

**LIST OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees must present a total of 2 forms of Identification no more than  
one from each list

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity  AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form 1-551)		
3. Foreign passport that contains a temporary 1-551 stamp or temporary 1-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form 1-766)		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:  a. Foreign passport; and  b. Form 1-94 or Form I-94A that has the following:  (1) The same name as the passport; and  (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, Country, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form 1-197)
<b>For persons under age 18 who are unable to present a document listed above:</b>		7. Identification Card for Use of Resident Citizen in the United States (Form 1-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form 1-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	8. Employment authorization document issued by the Department of Homeland Security

**SIGNATORY: LIST THE TWO VERIFIED ID'S THAT MATCH THE INFORMATION ON THE APPLICATION AND THEN SIGN AND DATE BELOW.**

ID #1: \_\_\_\_\_

ID #2: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_