March 17, 2020

As part of the Allegheny County Airport Authority's commitment to the safety and security of all airport tenants and visitors during the coronavirus outbreak, there will be several changes to ID Badge Office procedures.

The first notable change seen will be stanchions placed to form a wait line outside the ID Badge Office lobby area. In an effort to practice CDC-recommended social distancing, only one employee is permitted in the lobby at a time.

Additionally, processing of new applicants' fingerprints and ID Badge applications will be suspended for a period of two weeks starting **Wednesday, March 18, 2020, until Wednesday, April 1, 2020**. At the end of this time period, the suspension will be re-evaluated and potentially extended, if deemed necessary. All Security Liaisons will be notified of any change/extension in a timely manner.

Finally, also effective Wednesday, March 18, 2020, all reoccurring online-based SIDA trainings will be suspended until further notice. Current PIT ID badge holders with expiration dates in March and April _**only**_ will not be required to complete the SIDA training.

In order for an employee to update a PIT ID Badge during this suspension period, the following requirements will apply:

1. Report to the ID Badge Office within 30 days prior to badge expiration
2. Must have a renewal form signed by the Security Liaison: https://flypittsburgh.com/wp-content/uploads/2020/01/RRR_Form_11-19.pdf
3. Airline employees must have the "Notification of Fingerprint Results" form, signed by the employee's Security Liaison
4. Current PIT ID Badge
5. Drivers License (if applicable)
6. CHRC resubmittal fee (if applicable)

Updating employees will be required to fill out the ID Badge Terms and Conditions before receiving their updated PIT ID badge. No new photos will be taken as the current ID badge picture will be recycled.

Previously cleared applicants or contractors receiving new badges will be required to complete the mandatory training at the ID Badge Office. Please note, the ID Badge Office will only use approximately half of the available computers in the training room. There will be the possibility of extended wait times.

If a badged employee needs to be reissued a badge with Ground Vehicle Operator (GVO) privileges, the Security Liaison must contact the ID Badge Office to update the record in the Learning Management System (LMS). The employee will be permitted to complete the assigned online GVO training offsite. All Movement Area ("Green" Badge) practical exams conducted by Airport Operations are suspended until further notice.

We appreciate your understanding and patience during this critical time period. If you have any questions, please contact the ID Badge Office at 412-472-5616.