
OBJECTIVE	To promote public safety among those employed at the airside and landside terminals and appurtenant infrastructures at Orlando International Airport during the COVID 19 pandemic in accordance with City of Orlando Executive Proclamation Directing Protective Measures at Orlando International Airport.
DEFINITIONS	<p>Badge. The identification media used by all personnel who regularly work on airport property. This includes all types of Badges for different access levels granted by each Badge.</p> <p>Badged Personnel. Those persons issued Badges or similar identification credentials by the Aviation Authority.</p>
POLICY	<p>Badged Personnel shall maintain social distancing as recommended in the United States Centers for Disease Control guidelines as they may be amended from time to time, wherever practicable, at the Orlando International Airport airside and landside terminals and appurtenant infrastructures.</p> <p>Badged Personnel shall utilize facial coverings to deter the spread of the coronavirus or similar infections, whenever practicable, based on their job functions at the Orlando International Airport airside and landside terminals and appurtenant infrastructures. Facial coverings can either be medical masks, industrial masks, homemade masks, or facial coverings made of cloth as long as the facial covering securely covers the mouth and nose and does not depict offensive messages or images.</p> <p>Badged Personnel may temporarily remove facial coverings to facilitate identification of the person or as otherwise required.</p> <p>Badged Personnel shall maintain distancing and utilize facial coverings beginning on June 2, 2020 and continuing for the time period directed by the Chief Executive Officer.</p>
ACCOUNTABILITY	This policy is a condition or policy of maintaining a Badge. All Badged Personnel must comply with this policy.
VIOLATIONS	<p>Badged Personnel who violate public safety procedures will receive written notice of the violation. Penalties for violations are as follows:</p> <p>1st Violation will result in a written warning issued to the individual and copied to their employer.</p> <p>2nd Violation within the two (2) years prior to the date of that violation:</p> <ol style="list-style-type: none">Badge confiscated for at least two (2) calendar days;Concurrently, at least a two (2) calendar day suspension of access to airport property; and

- c. Notification to the person's employer or, for Aviation Authority employees, to the Human Resources Department.

- 3rd Violation within the two (2) years prior to the date of that violation:
- a. Badge confiscated for at least five (5) calendar days;
 - b. Concurrently, at least a five (5) calendar day suspension of access to airport property; and
 - c. Notification to the person's employer or, for Aviation Authority employees, to the Human Resources Department.

- 4th Violation within the two (2) years prior to the date of that violation:
- a. Badge confiscated for at least ten (10) calendar days;
 - b. Concurrently, at least a ten (10) calendar day suspension of access to airport property;
 - c. If the 1st Violation, 2nd Violation and 3rd Violation occurred within thirty (30) days from the date of the 1st Violation until the 3rd Violation, permanent revocation of the Badge and a trespass warning may be issued for the 4th violation; and
 - d. Notification to the person's employer or, for Aviation Authority employees, to the Human Resources Department.

- 5th Violation within the two (2) years prior to the date of that violation:
- a. A 5th Violation may result in permanent revocation of the Badge and a trespass warning or extended suspension of the Badge and airport access privileges; and
 - b. Notification to the person's employer or, for Aviation Authority employees, to the Human Resources Department.

PROCEDURE

Instances of violations should be reported to the Communications Center (407-825-2065). Violations will be recorded in the Aviation Authority's Safety Violation Report, with copies to the violator and their employer.

**APPROVAL AND
UPDATE HISTORY**

Last Approval Authority Board: TBD

Supersedes N/A (New Policy)