



**Friedman Memorial Airport
Standard Operating Procedure (SOP) – Badging 420-01
Airport Badging Office Infectious Disease Appointment SOP
Effective date: June 15, 2020**

Friedman Memorial Airport (SUN) is dedicated to the health of staff, customers, and community. COVID-19 has required FMA to reconsider badging procedures to protect staff and external users (customers). As of June 15, 2020 FMAA, SUN badging will be by **appointment only**, walk-in's will not be permitted.

Requesting Badging Appointments:

- Online security information link: <https://iflysun.com/airport-security/>
 - [Direct link to Appointment Scheduler](http://fma.securappointment.com/) <http://fma.securappointment.com/>
- Phone at 208-788-9003 or 208-788-4952 Ext. 107
- Email at badging@iflysun.com

Arriving to the Appointment:

- Customer must remain in their car until asked to come in via text or call
- Protective masks are recommended while visiting the Airport Operations Building and Airport Badging Office. Protective masks will be provided.
- Customers **MUST** sanitize their hands when entering and exiting the appointment. (sanitizer will be provided)
- To comply with Centers for Disease Control (CDC) social distancing, only one scheduled individual will be allowed in the badging office.
- Payment of fees: Bankcard or check, **cash will no longer be accepted.**

What to Expect from Your Badging Official.

- The badging official will sanitize and/or wash their hands before applying gloves, wear a protective face mask, and will have sanitized the badging office before your arrival.
- During the badging process customers may be asked to utilize specific writing instruments, sanitize, and/or wash your hands prior to and after finger printing.
- The badging official will escort you out of the building and then sanitize and disinfect touched areas and badging office.

Denial of Services

- It will be at the discretion of the Airport Security Coordinator or designated agent to refuse service to anyone exhibiting symptoms of an infectious or contagious disease. I.e. COVID-19, the flu, various viruses, pneumonia, and other potentially harmful diseases.

- Customers may be asked to provide a temperature reading at any time during the badging process. Temperatures will be captured by touchless thermometer, a reading above 100.4 will require rescheduling.
- If a customer does not comply with this SOP they may not be allowed in the building or escorted out of the building.
 - If the customer is unwilling to leave, law enforcement may be called, and the individual will be escorted off premises.

Reschedule Your Appointment if:

- You have the following symptoms:
 - Fever above 100.4 or warm to the touch
 - Chills and/or chills with repeated shaking
 - Difficulty Breathing/shortness of breath
 - Persistent Cough
 - Other respiratory issues, sneezing, wheezing, congestion
 - Muscle Pain
 - Headache
 - Sore Throat
 - New loss of taste and/or smell
- Have had direct contact with someone that has or has had an active COVID-19 infection within the last 21 days. Direct contact as it applies in this SOP: physical contact **OR** within six feet of an individual exhibiting symptoms.
- Is awaiting testing results, have had symptoms, and/or sought medical attention.

Considerations after having a communicable disease or infection

SUN will follow CDC return to public activity guidelines after an infection:

- Three days have passed since the recovery of symptoms
 - Recovery is defined as improvement of respiratory symptoms **AND** fevers have been remedied without the use of medication specifically used for fevers
 - **AND** at least seven days have passed since the first onset of symptoms.

SUN will keep the following stocked items:

- Hand sanitizer
- Face masks
- Gloves
- Disinfectant Wipes

SUN has implemented internal and external standard procedures to ensure the health and safety of staff and the community.