Operations Memorandum

To: CVG Airlines and Tenants
Subject: Employee Screening Matrix Door Configuration
Date: 04/25/2024

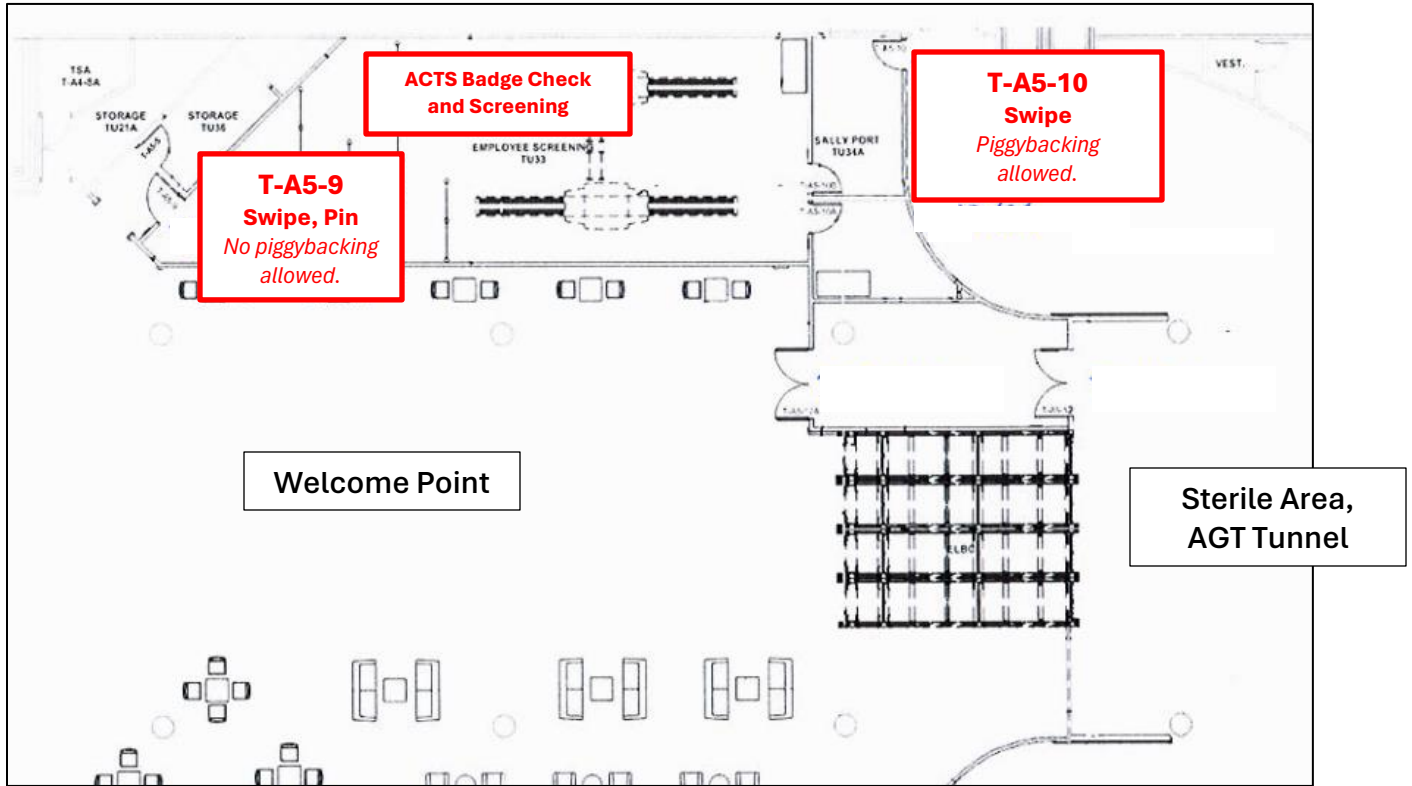**Effective Immediately**

On Thursday April 25th, 2024, the Matrix Door configuration at the employee screening area on the welcome point level has changed.

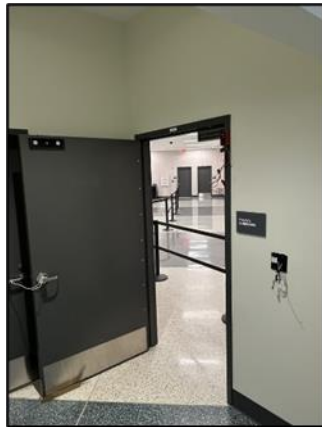**See new configuration direction below:**

- All badge holders must swipe and enter their pin number at the first door, T-A5-9, no piggybacking is allowed.
- Badge holder must then present badge to present security personnel, all employees are subject to additional screening as previously performed.
- Lastly, badge holder will then swipe at door T-A5-10 to enter sterile area (AGT Tunnel). *Please note that piggybacking is allowed if said employee verifies anyone entering behind them is wearing a SIDA badge.*

*Please see numeral door reference and map visual on the **FOLLOWING PAGE ATTACHED...***

For any additional questions or concerns regarding this project, reach out to Chris Heitzman at CHeitzman@cvgairport.com or 859-743-5949.

Floor plan showing:

ACTS Badge Check and Screening

T-A5-9
Swipe, Pin
No piggybacking allowed.

T-A5-10
Swipe
Piggybacking allowed.

Welcome Point

Sterile Area, AGT Tunnel

Door T-A5-9

Door T-A5-10