



To: CVG Airlines and Tenants
Subject: Employee Lot Closure and New Employee Parking Guidance
Date: May 26, 2020

BEGINNING FRIDAY, MAY 29th 2020

EMPLOYEE LOT CLOSURE AND NEW EMPLOYEE PARKING GUIDANCE

With the reduction in flight activity, the Employee Lot entrance will continue to remain closed until further notice. Signage will be placed at the entrance to the lot and all entrance lanes will be closed and matrix badge swipe readers will be covered. Employees should proceed to the Terminal Parking Garage. See further instructions below.

The Employee pick up location (outside of Door 10) at the Terminal, will also have signage indicating the closure of the Employee Lot.

Garage Parking:

Reminder: The current parking QR code is valid until May 31. On June 1st, employee parking in the garage will operate solely on the following procedures:

While the Employee Lot is closed, all badged employees who remain working on-site at CVG, will be afforded Garage parking at NO COST. For employees to receive free Garage parking, the following instructions must be passed along to your staff:

- **Employees can only enter through LANE 1 of the Garage** (previously entered through Lane 4) as noted in the picture below. Signage will be placed overhead at the lane indicating “Employee Only”.
- **Employees will now swipe their badge using the Matrix reader to enter the garage.** The matrix badge reader will display “Accepted” or “Rejected” based on the employees access credentials. Once the badge is successfully read by the matrix badge reader, the gate arm will raise.
- We are asking employees to park on the roofs of the Garage (Rows C 14 – 22 and E 24-40) because the Parking Contractor is in the process of cleaning and power-washing the entire Garage.
- **To exit the garage, employees will now swipe their badge using the Matrix reader at LANE 2 of the exit plaza.**

Reminders:

- **It is imperative that airlines and tenants share the attached with their employees and commuters. It is the responsibility of those on the distribution list to forward this information to their employees and commuters.**
- **There is only ONE matrix card reader at the entrance and exit of the garage.**

- Employees should not pull a parking ticket at the entrance of the garage. You cannot pull a ticket then use the Matrix reader to exit.
- Anyone found misusing their CVG ID Badge to provide complimentary parking to non-CVG Badged employees will be subject to badge revocation.

Employee Garage Entrance Lane:



Employee Garage Exit Lane:



Questions? Please call 859-767-3106 or email park@cvgairport.com