



TENANT INFORMATION ADVISORY

Retention: July 1, 2021

REVISED

May 22, 2020

20-042

COVID-19 SAFETY SHIELD SCREENS

In accordance with Anne Arundel County Department of Health's Order for Public Safety dated April 14, 2020, it is recommended that tenants at the BWI Thurgood Marshall Airport provide a "physical barrier or shield (e.g., Plexiglass or heavy plastic sheeting)" at customer/passenger service counters. Maryland Department of Transportation Maryland Aviation Administration (MDOT MAA) Office of Architecture has developed the following guidelines for the installation of these safety shields:

1. Tenants are not required to obtain an Installation Permit for temporary safety shields if installed for the maximum period of 180 days. Prior to the expiration of this period, an extension of another 180 days can be granted if requested in writing. Shields that are installed beyond this period shall be deemed permanent, requiring an Installation Permit. Tenants are to provide the date of the temporary installation to the MDOT MAA Permits Section by no later than July 1, 2020 or apply for an Installation Permit for permanent fixture(s). Installation date or the permit application can be sent via email to the following address:

Attn: Permit Coordinator
Permits Section
Email: **TMartin6@bwiairport.com**

2. Top of the safety shield screens shall be kept at least 18 inches below ceiling, unless it can be shown on drawings that the screen will not affect sprinkler coverage in the space. Screens hanging from a ceiling are not permitted.
3. Safety shields shall not have sharp edges or sharp corners that can cause injury. Rounded corners are preferred.
4. Safety shield screens shall be mounted in a way to prevent overturning or toppling over the counter.

5. Screens shall be made of clear, rigid acrylic, polycarbonate, or tempered/safety glass sheets.
6. Pass through transaction openings within the proposed screens are encouraged.
7. At handicap accessible counters, the screens shall not restrict the clear transaction-top space required by ADA.
8. Signs and/or stanchions shall be provided, if needed, to allow customers/passengers to stand directly in front of the screens.
9. Size of screens is to be determined by the tenant.

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John A. Stewart
Director
Office of Airport Operations

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