

## 1. PURPOSE

The National Archives and Records Administration (NARA) is committed to providing a workplace and work practices that protect the safety and health of NARA employees, contractors, and visitors. NARA's COVID-19 workplace safety plan documents agency protocols to protect the safety of the NARA workforce, implements [Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing](#) (January 20, 2021), and incorporates the most recent version of the Safer Federal Workforce Task Force [Model Agency COVID-19 Safety Principles](#) (September 15, 2022) as updated by [Executive Order 14099, Moving Beyond COVID-19 Vaccination Requirements for Federal Workers](#). The Safer Federal Workforce Task Force was established by E.O. 13991 for the purpose of providing guidance to Federal agencies on the implementation of the Executive Order. Their Model Agency COVID-19 Safety Principles provide implementing guidance for E.O. 13991. NARA's COVID-19 workplace safety plan applies to all NARA facilities and worksites including, where applicable, the home worksites of remote workers, and applies to all NARA employees, contractors, and visitors to NARA facilities.

## 2. HEALTH AND SAFETY

### 2a. COVID-19 hospital admission levels.

i. The Centers for Disease Control and Prevention (CDC) has established recommendations related to [COVID-19 hospital admission levels](#), which measure the impact of COVID-19 illness on health and healthcare systems and inform the appropriate prevention strategies to apply at a given time. The CDC provides weekly data showing the COVID-19 hospital admission level for each county in the United States. CDC data is updated each Thursday. Every Friday, Designated Officials at each NARA facility review the COVID-19 hospital admission level data for their County and implement any changes to the safety protocols due to changes in local COVID-19 hospital admission level beginning the following Monday (or the next business day when Federal holidays fall on a Monday).

ii. The following table summarizes NARA COVID-19 workplace safety protocols by COVID-19 hospital admission level.

COVID-19 Safety Protocol	HIGH hospital admission level	MEDIUM hospital admission level	LOW hospital admission level
Face coverings	Face coverings are required indoors	Face coverings are optional	Face coverings are optional
Occupancy limits	Occupancy limits are enforced in enclosed interior spaces, such as elevators or break rooms, only; no facility occupancy limits	No occupancy limits	No occupancy limits
Physical distancing	NARA encourages occupants to consider physical distancing and avoid crowds	NARA encourages occupants to consider physical distancing and avoid crowds	None

iii. The following NARA COVID-19 workplace safety protocols apply in all hospital admission levels:

- Daily symptom screening is required for all facility occupants, including NARA employees, contractors, and visitors. **Do not come to work or enter NARA facilities if you are sick.**
- Protocols after a close contact. Any individual known to be exposed to COVID-19 must wear a face covering at all times in NARA facilities for 10 full days after the close contact. Employees and contractors must take a COVID-19 test at least five full days after the close contact (if they are needed onsite and have not tested positive for COVID-19 in the past 30 days).
- Isolation after COVID-19 symptoms or a positive COVID-19 test. Any individual who experiences COVID-19 symptoms or receives a positive COVID-19 test result is prohibited from entering NARA facilities for at least five full days or until symptoms have resolved. These individuals must wear a face covering at all times in NARA facilities for 10 full days after their first day of symptoms or the date of their positive test result.
- Notification of an onsite exposure. NARA will notify all staff in the facility if a person there reports a positive test result or symptoms. NARA will individually notify any person identified as having a close contact with a sick person in the workplace.
- Disinfecting and cleaning. NARA provides routine cleaning of occupied space and will provide deep cleaning and disinfecting of impacted space if a person with COVID-19 illness has been in the facility in the past 24 hours.

- Improved ventilation and air filtration. NARA maximizes air flow in NARA facilities by increasing outside air circulation and deploying high-efficiency particulate air (HEPA) filtration units where needed.

2b. Face Coverings.

i. Face coverings are required for all facility occupants in periods of High hospital admission levels. Face coverings are permitted, but not required, in Medium and Low hospital admission levels. Face coverings are not required outdoors.

ii. When face coverings are required, face coverings must be worn so that they completely cover the nose, mouth, and chin at all times, fit snugly with no large gaps around the sides of the face, and otherwise follow CDC recommendations for masks or respirators. Face coverings must not include exhalation valves, vents, or other openings. Novelty and non-protective masks are not permitted. Scarves, ski masks, gaiters, and balaclavas are not acceptable face coverings. When face coverings are required, face shields may be worn with, but not instead of, face coverings.

iii. Exceptions. The following exceptions apply when face coverings are mandatory:

- NARA employees and contractors may temporarily remove their face coverings when alone in a closed office, alone in stack space, or when eating or drinking alone.
- Public visitors who are 2 years old or younger are not required to wear face coverings in NARA facilities.
- NARA employees, contractors, and visitors may be required to briefly lower or remove their face covering in order to verify their identity when entering a NARA facility or research room, or when getting their picture taken for a NARA-issued researcher card.

2c. Symptom Screening.

i. All NARA employees, contractors, and visitors must assess their own health before reporting to a NARA facility. NARA may deny access to NARA facilities to individuals showing obvious signs of fever (e.g. shaking, chills, flushed appearance, vomiting) or if they have other unexplained symptoms consistent with COVID-19 such as unexplained cough, shortness of breath, or difficulty breathing, unexplained loss of taste or smell, or unexplained muscle aches.

ii. Every NARA employee, contractor, or visitor is required to measure their temperature and complete a symptom questionnaire (“health screening inventory”) on days they plan or are scheduled to visit a NARA facility. Individuals must measure their temperature and complete the symptom questionnaire at home, before reporting for duty (for employees and contractors) or before arriving at a NARA facility (for visitors).

iii. Any individual who answers “yes” to any question on NARA’s symptom questionnaire will be prohibited from entering a NARA facility. An employee or contractor who answers “yes” to any question must contact their supervisor to notify them that they will not report to the facility. The employee or contractor will also be required to report the last time they were in the facility and any close contacts they had with other facility occupants. This information will be used for notifying close contacts, as described in paragraph 2e, below.

iv. NARA’s complete procedure for symptom screening, including the symptom questionnaire, is available on NARA’s public website in COVID-19 Fact Sheet #9, Health screening.

v. Any individual who develops COVID-19 symptoms while in a NARA facility must immediately put on a face covering and promptly leave the facility.

2d. Quarantine and Isolation. The following table describes actions NARA will take to isolate individuals who test positive for COVID-19 or are experiencing COVID-19 symptoms and also provides protocols for individuals who have had a close contact with someone else who has COVID-19.

Status:	Required action:
<b>Isolate individuals who test positive or are experiencing symptoms.</b>	
<p>Employee, contractor, or visitor has tested positive for COVID-19 but does <u>not</u> experience symptoms of COVID-19.</p>	<p><b>The individual is not permitted to enter any NARA facility for at least five full calendar days</b>, beginning the day after the specimen date of the positive test (“isolation”), <i>regardless of vaccination status</i>. Employees are not permitted to conduct official business travel for this period.</p> <p>An individual who never experiences COVID-19 symptoms may enter NARA facilities – and employees may conduct official business travel – after five full calendar days after the date of the COVID-19 test.</p> <p>For the next 10 calendar days after a positive COVID-19 test, the individual must:</p> <ul style="list-style-type: none"> <li>• Monitor themselves for COVID-19 symptoms;</li> <li>• Wear a face covering at all times while in NARA facilities;</li> <li>• Avoid eating and drinking around others;</li> <li>• Avoid dining facilities, gyms, and other areas of the facility where they may be unmasked around others; and</li> <li>• Avoid being around others who they know are at high risk for severe disease from COVID-19.</li> </ul> <p>An individual may stop wearing their face covering after fewer than 10 days if they have completed the isolation period, are symptom-free, and receive two sequential negative COVID-19 tests 48 hours apart.</p>
<p>Employee, contractor, or visitor experiences symptoms of COVID-19 <u>at any time</u>.</p>	<p><b>The individual is not permitted to enter any NARA facility for at least five full calendar days</b>, beginning the day after the individual first experienced symptoms, <i>regardless of vaccination status</i>. Employees are not permitted to conduct official business travel for this period.</p> <p>An individual who experiences COVID-19 symptoms <i>at any time</i> may enter NARA facilities – and employees may conduct official business travel – on the first day after the date that all of the following conditions are met:</p>

<b>Status:</b>	<b>Required action:</b>
	<p>(a) At least five calendar days have passed since they first experienced symptoms; <b>and</b></p> <p>(b) At least 24 hours have passed since their fever is resolved without the use of fever-reducing medication; <b>and</b></p> <p>(c) Other COVID-19 symptoms are improving. (Per the CDC, loss of taste and smell may persist for weeks after recovery and should not, by themselves, delay the end of isolation.)</p> <p>For the next 10 full calendar days after they first experienced symptoms, the individual must:</p> <ul style="list-style-type: none"> <li>• Monitor themselves for COVID-19 symptoms;</li> <li>• Wear a face covering at all times while in NARA facilities;</li> <li>• Avoid eating and drinking around others;</li> <li>• Avoid dining facilities, gyms, and other areas of the facility where they may be unmasked around others; and</li> <li>• Avoid being around others who they know are at high risk for severe disease from COVID-19.</li> </ul> <p>An individual may stop wearing their face covering after fewer than 10 days if they have completed the isolation period, are symptom-free, and receive two sequential negative COVID-19 tests 48 hours apart.</p>
<p>Employees and contractors who experienced moderate or severe COVID-19 illness or have a weakened immune system.</p>	<p>An employee or contractor who is moderately or severely ill with COVID-19 or who has a weakened immune system will be placed on isolation for at least 10 calendar days, beginning the day after a positive COVID-19 test result or the day after symptoms first appeared. Individuals who are severely ill or who have weakened immune systems should consult with their health care provider before returning to work.</p>
<p><b>Individuals can continue to access NARA facilities after a known close contact, with a face covering, and as long as they don't experience symptoms or test positive</b></p>	
<p>Employee, contractor, or visitor has a known close contact with someone who has</p>	<p><b>Do not quarantine if the individual does not experience symptoms.</b> Official business travel is not restricted after a close contact. For the 10 full calendar days after the close contact, the individual must:</p> <ul style="list-style-type: none"> <li>• Monitor themselves for COVID-19 symptoms;</li> <li>• Wear a face covering at all times while in NARA facilities; and</li> </ul>

Status:	Required action:
<p>tested positive for COVID-19 <b>and</b> ...</p> <p>the employee or contractor has <b>not</b> tested positive for COVID-19 within the last 30 days...</p> <p>regardless of vaccination status.</p>	<ul style="list-style-type: none"> <li>• Avoid crowds and physically distance from others when around others who they know are at high risk for severe disease from COVID-19.</li> </ul> <p><b>If an employee or contractor is needed onsite or will have contact with the public in their official duties in the 10 days after the close contact, they <u>must</u> take a COVID-19 test at least five full calendar days after the close contact.</b></p> <p>(a) If the individual tests negative, they can continue to work in the workplace.</p> <p>(b) If the individual tests positive for COVID-19 or experiences symptoms at any time after the close contact, immediately isolate the individual, following the procedures for isolation, above. The isolation period begins the day after the date the individual first experiences symptoms or tests positive, <u>not</u> the date of the close contact.</p>
<p>Employee, contractor, or visitor has a known close contact with someone who has tested positive for COVID-19 <b>and</b>...</p> <p>the employee or contractor has tested positive for COVID-19 within the last 30 days...</p> <p>regardless of vaccination status.</p>	<p><b>Do not quarantine if the individual does not experience symptoms.</b> Official business travel is not restricted after a close contact. For the 10 full calendar days after the close contact, the individual must:</p> <ul style="list-style-type: none"> <li>• Monitor themselves for COVID-19 symptoms;</li> <li>• Wear a face covering at all times while in NARA facilities; and</li> <li>• Avoid crowds and physically distance from others when around others who they know are at high risk for severe disease from COVID-19.</li> </ul> <p>If the individual experiences symptoms at any time after the close contact, immediately isolate the individual, following the procedures for isolation, above. The isolation period begins the day after the date the individual first experiences symptoms, <u>not</u> the date of the close contact.</p>

2e. Notifying close contacts.

i. All employees and contractors who work on-site at NARA facilities are required to report when they test positive for COVID-19, experience COVID-19 symptoms, or have a close contact with someone else who has COVID-19. Remote workers are strongly encouraged to report COVID-19 positive test results, symptoms, or close contacts.

ii. When an employee or contractor reports COVID-19 symptoms or a positive COVID-19 test result, the supervisor (for an employee) or COR (for a contractor) will immediately isolate the individual, as appropriate and in accordance with the guidance the table following paragraph 2d, above.

- The supervisor or COR will ask the individual to identify any other facility occupants that the individual had close contact with during the two days before they were diagnosed or became ill, or the five days after a close contact.
- If the sick person identifies any individuals with whom they had close contact while in the facility, the Designated Official, supervisor, or COR will ensure those individuals are contacted and will instruct them to wear a face covering at all times in NARA facilities for the next 10 days and to follow all other protocols for a close contact described in paragraph 2d, above.
- If the sick person has been in the facility in the last seven days before they report a positive COVID-19 test result or symptoms, the Designated Official will send an email to all employees assigned to the facility notifying them that a facility occupant has tested positive for COVID-19 or experienced COVID-19 symptoms. The Designated Official will ensure that relevant CORs notify their contractors. Research room staff will notify researchers who were in the facility only if the sick person worked in the research room or otherwise would have encountered researchers in the course of their assigned duties. All communications will protect the identity of the sick person.

iii. When an individual reports a close contact outside of the workplace, the supervisor or COR will direct the individual to wear a face covering at all times in NARA facilities for the next 10 days and to follow all other protocols for a close contact described in paragraph 2d, above. Individuals who have a close contact will not be required to isolate if they do not experience COVID-19 symptoms and do not test positive for COVID-19.

iv. Designated Officials make disclosures to State or local public health officials as required or necessary to provide for the public health and safety of Federal employees and contractors, in accordance with State and local public health mandates.

v. Additional guidance is available on NARA's public website in COVID-19 Fact Sheet #8, Contact Tracing Procedure.

2f. Travel.

i. All NARA employees must follow all travel-related guidance and recommendations from the Centers for Disease Control and Prevention (CDC) as well as the Federal Travel Regulation and NARA travel policy while on official business travel. Travelers are responsible for checking CDC travel guidance before conducting



official business travel. When the CDC recommends that travelers “consider” certain COVID-19 safety protocols, NARA official business travelers are *recommended* to follow these precautions. When the CDC “recommends” or “requires” COVID-19 safety protocols, NARA official business travelers are *required* to follow those procedures.

ii. NARA employees must adhere to the following requirements while on official business travel unless more restrictive requirements apply:

- Travelers are recommended to ensure they are up to date with COVID-19 vaccines before travel;
- Travelers must adhere strictly to CDC guidance for domestic and international travel before, during, and after official travel;
- Travelers must check their destination’s COVID-19 hospital admission level before traveling. If their destination is experiencing High hospital admission levels, the traveler must wear a face covering at all times while on-duty and around others indoors;
- Travelers must follow all public health-related travel restrictions established by relevant by State, Tribal, local, and territorial governments; and
- Travelers must be prepared to be flexible, as restrictions, policies, and circumstances may change during their travel.

iii. NARA employees are permitted to conduct official business travel after a close contact with someone else who has COVID-19, as long as the traveler does not experience symptoms.

- An employee who travels after a close contact must wear a face covering at all times while they are indoors and around others while on travel until the first day that is 10 full days after their last close contact.
- Employees who are not able to wear a face covering must not travel on any public transportation for 10 full days after their last close contact.
- Employees who travel after a close contact must follow all other safety procedures for close contacts listed in the table following paragraph 2d, above, including the requirement that the employee take a COVID-19 test at least five days after the close contact.
- If the employee experiences COVID-19 symptoms or tests positive for COVID-19 at any point before or during their travel, they are not permitted to travel further, including travel home, and must immediately isolate.

iv. NARA employees are not permitted to conduct official business travel for at least five days after they first experience COVID-19 symptoms or receive a positive COVID-19 test result.

- An employee will be permitted to travel after they have satisfied the requirements to return to work after a positive test result or symptoms that are described in the table following paragraph 2d, above.

- An employee who travels after a positive COVID-19 test result or symptoms must wear a face covering at all times while they are indoors and around others while on travel until the first day that is 10 full days after the date of their test result or the first day of symptoms.
- Employees who are not able to wear a face covering must not travel on any public transportation for 10 full days after their test date or first day of symptoms.
- Employees who travel after a positive test result or symptoms must follow all other post-isolation safety procedures in the table following paragraph 2d, above.
- If the employee experiences COVID-19 symptoms or tests positive for COVID-19 at any point before or during their travel, they are not permitted to travel further, including travel home, and must immediately isolate.

v. When an employee is no longer permitted to travel due to COVID-19 symptoms or test results, the employee is responsible for cancelling or rearranging their travel, including transportation (e.g. air, train), lodging, and any travel arrangements made outside of the Concur travel system. Employees who are required to isolate while on Temporary Duty Station (TDY) travel will be reimbursed for the reasonable and permissible costs of isolation while on official business travel, including additional lodging. NARA will reimburse employees for the cost of COVID-19 testing when the employee is required to test as a part of official business travel. Expenses will be reimbursed in accordance with the Federal Travel Regulation and NARA travel policy. All requests for reimbursement for COVID-19 tests must be supported by receipts.

2g. Vaccination.

i. NARA does not require COVID-19 vaccination for employees, contractors, or visitors to NARA facilities. NARA does not collect COVID-19 vaccination status information from employees, contractors, or visitors. NARA does not require COVID-19 vaccination or vaccination status information as a condition of employment or for entry into NARA facilities.

ii. NARA provides employees with a reasonable amount of administrative leave to obtain COVID-19 vaccinations, additional doses, and boosters during duty time. NARA also provides employees with administrative leave to address any side effects related to a recent vaccination and to accompany a family member being vaccinated.

2h. Testing. NARA does not test employees, contractors, or visitors to NARA facilities. NARA only requires testing of employees and contractors as provided in this plan. NARA will modify this policy if and to the extent that future guidance requires testing.

2i. Confidentiality and Privacy. NARA collects only the minimum information necessary to respond to potential workplace exposures to COVID-19. All medical information collected from individuals and any other information obtained through the procedures described in this plan is treated confidentially in accordance with applicable law, and is accessible only by those with a need to know in order to protect the health

and safety of NARA's workforce. NARA's Office of Equal Employment Opportunity is the agency point of contact for all questions related to personal medical information related to NARA's COVID-19 response.

### **3. WORKPLACE OPERATIONS**

#### **3a. Signage.**

i. In periods of High COVID-19 hospital admission levels, NARA will post signs providing notice that face coverings are required for all facility occupants. When the COVID-19 hospital admission level is Medium or Low, NARA posts signs providing notice that face coverings are optional.

ii. In periods of Medium and High COVID-19 hospital admission levels, NARA will post signs encouraging facility occupants to maintain physical distancing and avoid crowds.

#### **3b. Physical distancing.**

i. NARA will not limit facility occupancy solely to promote physical distancing as a COVID-19 prevention action.

ii. In High COVID-19 hospital admission levels, NARA will modify the physical layout of NARA facilities in areas with limited air circulation:

- Designated Officials will establish occupancy limits for confined spaces and areas with restricted air circulation, including break rooms, lunchrooms, elevators, and restrooms.
- Fitness centers and gyms will be closed.

#### **3c. Ventilation and air filtration.**

i. Air filters serving offices and public areas are MERV 13 or better. Outside air dampers have been opened to the maximum extent feasible while maintaining temperature and humidity standards for safe records storage. Air handlers have been set to operate at 100% capacity during the day to increase air turnover in the building.

ii. NARA facilities have portable high-efficiency particulate air (HEPA) filtration units available for use when needed. NARA uses portable HEPA filters in spaces with poor ventilation or where crowding cannot be avoided.

3d. Hygiene. Hand sanitizer stations are available for staff, contractors, and visitors at the facility entrance, near restrooms and elevators, and the facility exit. Personal hand sanitizer is not permitted in NARA research rooms. Researchers and NARA employees must not handle records after using hand sanitizer: Always wash your hands

with soap and water after applying hand sanitizer if you will handle records. NARA has posted signs throughout NARA facilities encouraging all facility occupants to wash their hands with soap and water frequently.

3e. Meetings, Events, and Conferences. NARA does not restrict agency-sponsored meetings, events, and conferences solely for the purpose of facilitating physical distancing as a COVID-19 prevention action. All in-person attendees at NARA-sponsored meetings, events, and conferences must comply with all COVID-19 safety protocols, including the requirement to wear face coverings at all times in NARA facilities when COVID-19 hospital admission levels are High.

#### **4. COVID-19 COORDINATION TEAM**

##### **4a. COVID-19 coordination team.**

i. NARA's COVID-19 coordination team establishes, implements, and reviews compliance with NARA's COVID-19 Workplace Safety Plan, protocols, and policies. The team considers and implements revisions to the NARA COVID-19 Workplace Safety Plan, protocols, and policies consistent with guidance from the Safer Federal Workforce Task Force and the Centers for Disease Control and Prevention (CDC). The team ensures that the NARA COVID-19 Workplace Safety Plan is communicated to all staff, onsite contractors, and visitors to NARA facilities. The team evaluates other operational needs related to COVID-19 workplace safety.

ii. NARA's COVID-19 coordination team has the following members: Chief Operating Officer, Chief Financial Officer, Chief Human Capital Officer, acting Chief Acquisition Officer, Executive for Business Support Services, and Chief of Management and Administration. The team consults with the Agency's General Counsel and Senior Agency Official for Privacy on an as needed basis. NARA does not have a public health expert.

4b. Designated Officials. The Designated Official at each NARA facility is responsible for implementing, operating, and monitoring compliance with national safety plans and procedures. Designated Officials coordinate with local managers, supervisors, and (where applicable) local health and safety committees to establish and maintain local procedures when needed to implement national safety protocols in their facility. Designated Officials document local procedures in Facility Pandemic Plans for each facility. Designated Officials monitor local public health conditions, including orders from public health authorities, and report significant changes to the COVID-19 coordination team. In federally leased and privately owned space, Designated Officials coordinate with GSA or a private landlord and building security and safety committees.

4c. Union partnership. NARA Management and the employee union, the American Federation of Government Employees (AFGE) Council 260, regularly collaborate and engage on the agency's safety plans and protocols. NARA and the Council will bargain

and enter into agreements as needed to provide employees with a safe workplace. NARA Management regularly consults with the Council on the establishment or modification of COVID-19 safety plans and protocols prior to implementation.