

NARA Notice 2020-068: Monitoring Coronavirus and Keeping Our Workplace Safe

March 3, 2020

To: All Employees.

Attention supervisors: If you have employees who do not have access to a computer, please ensure that those employees receive a copy of this notice. This includes employees on LWOP or paid leave.

NARA is committed to providing a safe and healthy workplace for all of our employees. This message supports employee health and wellness by sharing the most current information and recommendations regarding the 2019-Novel Coronavirus (COVID-19).

The risk of contracting COVID-19 is low. The Secretary of the Department of Health and Human Services and the Centers for Disease Control and Prevention (CDC) have both stated that, while the virus poses a serious threat, COVID-19 presents a low risk to the American public at this time. Currently, the best way to prevent the spread of COVID-19 is to practice good health habits such as frequent hand washing, stay home from work and seek medical treatment if you are feeling ill, and refrain from customary handshaking.

All employees are encouraged to review and monitor the CDC website for advice on protecting yourself and your family from the spread of COVID-19. You should refer to their site frequently for the latest information. In particular, please review the following resources from CDC: Share the Facts, Stop the Fear, Stigma Related to COVID-19, and COVID-19 symptoms. If you believe you are exhibiting symptoms, please seek medical care as soon as possible.

We ask that all employees implement the following preventive measures and share them with your families, friends, and communities to prevent the spread of COVID-19.

- Good health habits: Wash your hands frequently, with soap and water, for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer. Cover coughs and sneezes with a tissue or your shirt sleeve, and then disinfect your hands immediately. Avoid touching your eyes, nose, and mouth with unwashed hands. Clean and disinfect frequently-touched objects and surfaces.
- Stay home if you feel sick: If you feel sick, stay home. If you experience COVID-19 or flu-like symptoms, seek medical care. Employees may use sick leave, annual leave, Family Medical Leave Act leave, leave without pay, and other paid time off, such as compensatory time off and credit hours for absences. Currently, telework in excess of three days per week and weather and safety leave are only available to staff who are under a recommended monitoring period authorized by a health official or subject to isolation or quarantine under the direction of public health authorities.
- Refrain from customary hand shaking: Reduce the chance to transfer germs by refraining from social interaction such as hand shaking.

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NARA is taking a number of actions to protect the health of our employees and visitors at our facilities.

- We have established a working group to coordinate NARA-wide activities to protect our staff and facilities from the spread of COVID-19 and to refine our contingency plans so that we are prepared to implement public health recommendations, if necessary.
- We have initiated measures to prevent the spread of infectious diseases. This includes encouraging the use of proper hygiene techniques, and making hand sanitizer and disinfectant wipes available for staff and visitors to our facilities. Based on CDC guidance, we are not providing face masks for staff or visitors at this time.
- We are monitoring information from public health agencies and other Federal sources with expertise in infectious diseases, so that we can provide our staff with the latest information to ensure your health and safety at work.

If you have concerns about COVID-19, the Employee Assistance Program (EAP) provides free, confidential services that are available to all NARA employees, supervisors, and family members. NARA employees are encouraged to take advantage of this valuable resource whenever needed. EAP counselors are available 24 hours a day, seven days a week, by telephone at 1-800-222-0364 (TTY 1-888-262-7848) or online at www.FOH4YOU.com. In addition, you can address questions or concerns to safety@nara.gov.

I am committed to the safety of staff and visitors and to keeping you informed. This notice summarizes all the information we have available at this time, and we will provide you with additional guidance as it becomes available.

DAVID S. FERRIERO

Archivist of the United States

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