

NARA Notice 2020-124: New Procedures to Respond to COVID-19



Notice

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.

This message communicates changes in NARA policy that are necessary to protect the health and safety of staff in the NARA workplace and to prepare for the future reopening of NARA facilities. These changes are effective immediately and until further notice.

Social Distancing

The most effective ways to limit the spread of COVID-19 in the workplace are the proper use of personal protective equipment (PPE), social distancing, and good personal hygiene. Effective immediately, all NARA staff and contractors must use PPE and social distancing procedures while in NARA facilities. (Our buildings are currently closed to the public. NARA will provide PPE and social distancing procedures for public visitors when we prepare to reopen to the public.)

The attached documents outline mandatory procedures for all occupants of NARA facilities and provide additional procedures for use in transfer and disposition work in the Federal Records Centers Program and in Research Services records move activities. The most critical requirements from the attached documents are listed below.

- **NARA employees must wear appropriate face coverings at all times in NARA facilities, except when alone in a private office, cubicle, processing space, or stack space and no one else is within 6 feet.** "Appropriate" face coverings cover the nose and mouth, do not have an exhaust valve or vent, and do not have offensive words, images, or logos. NARA will provide all staff with a supply of reusable face coverings and staff are also permitted to wear their own face coverings, provided that they meet NARA's definition of "appropriate" face coverings.
- **Employees must remain at least 6 feet apart and avoid gatherings except when absolutely necessary.** NARA managers and supervisors will batch and assign work so that it can be safely performed while maintaining appropriate distancing. All meetings and conferences must be virtual, including meetings of on-site employees. No more than two employees are permitted at one time in elevators and restrooms. We will apply floor markings and provide other procedures where needed, to help employees maintain appropriate distancing in hallways, aisles, and other narrow spaces.
- **Staff must wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each usage with disinfectant wipes.** NARA will provide all staff with

disinfectant wipes and sprays to use when disinfecting their workspace and equipment. NARA will also provide staff with disposable gloves. Currently, staff are not required to wear gloves; however, we strongly encourage you to use the gloves provided and wash your hands frequently.

- **Do not come to work if you feel sick.** We have revised our policies on leave and telework to ensure that we are encouraging staff to stay home when they are sick. We recently released [guidance to allow staff to use Families First Coronavirus Response Act \(FFCRA\) emergency paid sick leave](#), and we have updated our COVID-19 Fact Sheet #1 (attached) to provide the maximum leave and telework flexibilities available within law and regulation.

Please review the attachments to ensure you are familiar with all NARA social distancing requirements.

Contact Tracing

NARA is committed to protecting staff from workplace exposure to COVID-19 while maintaining the privacy of impacted staff. NARA has established contact tracing procedures to take timely and appropriate action when an employee or contractor reports she or he has been diagnosed with COVID-19, is experiencing COVID-19 symptoms, or has had close contact (within 6 feet for longer than 15 minutes) with someone who has been diagnosed with COVID-19. The attached COVID-19 Fact Sheet #8, Contact tracing procedure, establishes the actions that NARA will take when we are made aware of a sick or exposed person in the workplace. The key steps in our procedure are listed below.

- **Determine the scope of the potential exposure.** When an individual first reports her or his diagnosis, illness, or close contact, the supervisor who receives the call will ask for information on when the individual was last in the facility, where she or he worked, and who she or he had close contact with. ***All information must be treated as personally identifiable information and protected from inadvertent disclosure.***
- **Keep sick and exposed individuals at home.** An individual who reports a diagnosis, illness, or close contact will be kept on home isolation for the longer of: 14 calendar days OR until the individual has recovered from symptoms for 72 hours and at least 10 days have passed since symptoms first appeared. The attached COVID-19 Fact Sheet #1, Workplace flexibilities, has been revised to ensure asymptomatic (healthy) employees are not charged personal leave when they are placed on home isolation. Employees must use sick or other personal leave when they are experiencing symptoms.
- **Clean the facility to limit potential spread.** If the individual has been in the facility in the past 14 calendar days, NARA will close off areas where the individual worked including, if applicable, records storage areas. All high-touch areas will be disinfected, workspaces will be deep cleaned using established criteria, and any boxes (or individual folders or records) that the individual worked with will be unavailable (closed) to staff for five calendar days.
- **Notify staff of a potential exposure and place exposed individuals on home isolation.** If the individual has been in the facility in any of the past 14 calendar days, NARA will notify all other staff and contractors who were in the facility in the past 14 days. If the individual was in the facility in the 48 hours before being diagnosed, experiencing symptoms, or having close contact with someone who has been diagnosed with COVID-19, any staff or contractors who were in close contact (within 6 feet for longer than 15 minutes) with the individual will be placed on 14-day home isolation. All notifications will protect the identity of the sick or exposed person.
- **Report the incident.** All incidents and NARA's response must be reported to the Office of Equal Employment Opportunity (NEEO). NEEO will maintain all records related to the incident and the response in order to help ensure the confidentiality of all employee and contractor health information collected as a result of this procedure.

Local Procedures

The [Designated Official](#) at each NARA facility is working with local managers and supervisors and local health and safety committee members to develop facility-specific procedures for social distancing and contact tracing. Local procedures will implement NARA-wide requirements in a way that makes sense for the specific facility layout and local conditions. Once approved, local procedures will be communicated to staff and contractors before (where practical) or at the time the employee first reports to her or his facility.

NARA is implementing these changes to ensure that NARA employees are protected from potential exposure when they return to the NARA workplace. These procedures apply to NARA staff who are temporarily recalled during the continued COVID-19 facility closures and will remain in effect when NARA facilities begin phased reopening.

Everyone has an opportunity to contribute to a safe and healthy workplace. Wearing PPE, practicing social distancing and good personal hygiene, and staying home when you are sick are the most effective ways that you can protect your health and the health of your colleagues. Please review and follow the procedures outlined in this notice and the attachments to help keep NARA facilities safe for all occupants.

Thank you for your cooperation.

[Micah Cheatham](#)

Chief of Management and Administration

Attachments:

- [NARA social distancing procedure](#)
- [FRCP social distancing procedure_shelving transfers](#)
- [FRCP social distancing procedure_disposition](#)
- [R social distancing procedure_records moves](#)
- [COVID-19 Fact Sheet #1, version 3: Workplace flexibilities](#)
- [COVID-19 Fact Sheet #8: Contact tracing procedure](#)

If you have questions about this notice, contact:

[Donna Forbes](#), Executive for Business Support Services donna.forbes@nara.gov Room 1200B National Archives at College Park Phone: 301-837-1867



NARA COVID-19 Response

Fact Sheet #8, version 2: Contact tracing procedure

June 12, 2020

This fact sheet provides guidance to help protect NARA staff and reduce the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace. This version has been updated to clarify the procedures for cleaning and employee notification when an employee has had close contact with someone (outside the workplace) who has been diagnosed with COVID-19.

Information regarding persons who have reported positive COVID-19 tests, COVID-19 symptoms, or close contact with COVID-19 must be treated as personally identifiable information (PII).

1. Determine the scope of the potential exposure.

- a. When an individual reports that she or he has been diagnosed with COVID-19, is experiencing COVID-19 symptoms, or has come in close contact with someone who has been diagnosed with COVID-19, the supervisor (for an employee) or COR (for a contractor) should immediately attempt to determine the following information and record the answers:
 - i. Have you been in the facility in the past two weeks?
 - ii. If yes, were you in the facility:
 - (1) In the *last two days before* you were diagnosed or first felt ill;
or
 - (2) In the *last 14 days after* you came in close contact with someone who has been diagnosed with COVID-19?
 - iii. If yes:
 - (1) Where did you spend the majority of your time in the facility in the two days before you were diagnosed or first felt ill, or the 14 days after you came in close contact?
 - (2) In the two days before you were diagnosed or first felt ill, or 14 days after you came in close contact, was there anyone else in

the facility who you were within 6 feet of for longer than 15 minutes?

- b. Once collected, this information must only be used and disclosed for the purpose and in the manner described in this document. This information relates to the health status of both the sick or exposed person and any other employees or contractors who were exposed to that person. This information must be treated as personally identifiable information (PII) and protected from inadvertent disclosure.
- c. To the greatest possible extent, this information should be collected at the time the diagnosis, symptoms, or close contact are first reported.
 - i. The supervisor should attempt to collect this information at the time the employee first reports her or his diagnosis, symptoms, or potential exposure. The COR should collect this information when a contractor employee or her or his project manager reports the diagnosis, symptoms, or potential exposure.
 - ii. If the information is not gathered immediately, the supervisor, COR, or Designated Official must make at least one additional attempt to collect the information.
 - iii. If the individual does not respond, refuses to provide the requested information, or is incapable of providing the information, the supervisor, COR, or Designated Official should make a record of her or his attempt(s) to contact the individual and discontinue further attempts to gather contact information.

2. Keep sick and exposed individuals at home.

- a. An individual is not permitted to enter any NARA facility for at least 14 calendar days after she or he *reports* that she or he has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has come in close contact with someone who has been diagnosed with COVID-19.
 - i. A NARA employee who is on NARA-initiated “home isolation” but is not experiencing symptoms may telework or may be granted weather and safety leave, according to NARA leave policy. An employee on home isolation who is experiencing symptoms must take sick (or other personal) leave.
 - ii. A contractor employee who is on NARA-initiated home isolation and is unable to telework must follow their employer’s leave policy.

- b. Return to work.
 - i. No symptoms. An individual who is placed on home isolation without symptoms may return to work after 14 calendar days of experiencing no symptoms.
 - ii. Symptom based. An individual who is placed on home isolation due to COVID-19 symptoms or who experiences symptoms after being placed on home isolation may return to work on the later of:
 - (1) The first work day that is 14 calendar days after the individual was placed on home isolation; or
 - (2) The first work day after the date that the following conditions are met:
 - (a) Three calendar days (72 hours) have passed since the individual's recovery, where "recovery" starts on the date that the individual's fever is resolved without the use of fever-reducing medication and any respiratory symptoms have improved; **and**
 - (b) At least ten calendar days have passed since she or he first experienced symptoms.

3. Clean the facility to limit potential spread.

- a. If the sick or exposed person has not been in the facility in the 14 calendar days prior to reporting to the supervisor or COR, the facility does not need to be cleaned, regardless of when the employee was actually diagnosed, first felt symptoms, or had close contact with someone who was diagnosed with COVID-19.
- b. If the sick or exposed person has been in the facility any of the 14 calendar days prior to reporting, the Designated Official must ensure the following actions are taken.
 - i. As soon as practicable, close off the areas of the facility that the person entered, visited, or worked in before she or he was diagnosed, or first felt ill, or after she or he came in close contact;
 - ii. Arrange for the custodial contractor to deep clean those areas using NARA's scope of work – *NARA Deep Cleaning and Disinfecting 04072020*; and

- iii. If feasible, close off the areas that the person spent the most time in (i.e. the employee's response to the question at 1.a.iii(1), above) for 24 hours prior to cleaning.
- c. If the sick or exposed person has been in records or artifact storage space in any of the 14 calendar days prior to reporting, the Designated Official must coordinate with the supervisor to ensure the following actions are taken.
 - i. Close all stacks or bays in which the sick or exposed person last worked;
 - ii. Use an approved disinfectant to wipe down all high touch areas of the stack or bay (e.g. door handles, control panels for moveable shelves), as well as any carts, long johns / streamliners, pallet jacks, ladders, and any other material handling equipment used by the sick or exposed person.
 - iii. For textual records: If the sick or exposed person handled any boxes or textual records, do not allow other employees to handle those boxes or records for five calendar days from the last handling by the sick or exposed person. Close off and mark the individual compartment(s) or row(s), as appropriate, containing the materials and mark with signage.
 - iv. For artifacts, items in cold storage, or special media: Please consult with the Preservation Programs Division (RX).

4. Notify staff of a potential exposure and place exposed individuals on home isolation.

- a. If the sick or exposed person has not been in the facility in the 14 calendar days prior to reporting to the supervisor or COR, staff do not need to be notified, regardless of when the employee was actually diagnosed, first felt symptoms, or had close contact with someone who was diagnosed with COVID-19.
- b. If the sick or exposed person has been in the facility in any of the 14 calendar days prior to reporting, the Designated Official must notify NARA employees and contractors who work in the facility of the potential exposure.
 - i. The Designated Official will send an email to all NARA employees who were in the facility in the 14 calendar days before the sick or exposed person was diagnosed or first experienced symptoms, or 14 days after she or he had close contact with a diagnosed person. The Designated Official will ensure that all CORs notify the vendor(s) of any contractor employees who were in the facility in the same 14 calendar day period.
 - ii. All notifications must protect the identity of the sick or exposed person. A sample notification is provided at the end of this document.

- c. If the sick or exposed person has been in the facility in the last two calendar days before she or he was diagnosed with COVID-19 or first experienced symptoms of COVID-19, or in the 14 days after she or he had close contact with someone who was diagnosed with COVID-19, the Designated Official must work with the appropriate supervisors or COR to take the following actions (in addition to the notifications in paragraph 4b, above):
 - i. If the sick or exposed person identifies any individuals with whom she or he had close contact (in response to the question at 1.a.iii(3), above), those individuals *must* be placed on home isolation for 14 calendar days according to the procedure in paragraph 2, above.
 - ii. If the Designated Official, supervisor, or COR knows of any other employee or contractor (not named by the sick or exposed person) who was within 6 feet of the sick or exposed person for longer than 15 minutes in the two calendar days before the sick or exposed person was diagnosed, first experienced symptoms, or was in close contact with someone diagnosed with COVID-19, those individuals *may* be placed on home isolation for 14 calendar days according to the procedure in paragraph 2, above.

5. Report the incident and your response to neeo@nara.gov.

- a. After sending the sick or exposed person home, arranging for cleaning, and notifying local staff, the Designated Official must report the incident to the Office of Equal Employment Opportunity (NEEO) at neeo@nara.gov.
- b. At a minimum, the Designated Official or supervisor will provide the following information for every individual who is placed on home isolation as a result of this procedure. This includes both the initial sick or exposed person (see paragraph 1a, above) and any NARA employees or contractors who are placed on home isolation as a result of contact with that person (see paragraph 4c, above). NEEO may establish additional reporting requirements, as needed.
 - i. Today's date;
 - ii. Facility name;
 - iii. Name of individual;
 - iv. Individual's affiliation (e.g. employee, contractor);
 - v. Reason for being placed on home isolation (e.g. diagnosed with COVID-19, symptoms of COVID-19, close contact with someone who has been diagnosed with COVID-19, potential workplace exposure);

- vi. Reason start date (i.e. date the person was diagnosed, first experienced symptoms, came in close contact with someone who was diagnosed, or was notified of a potential workplace exposure); and
 - vii. Isolation start date (i.e. date the person first reports a diagnosis, symptoms, or close contact
- c. NEEO will collect data and maintain records of employees who are placed on home isolation due to COVID-19. NEEO will provide summary data (with names removed) to the Office of Human Capital (H) and the Security Management Division (BX) for internal and external reporting. Designated Officials, supervisors, and CORs should only maintain the minimum records necessary to support an absence, according to local procedures, without retaining health information of affected employees.

6. Sample notification message.

Dear Colleagues:

As the Designated Agency Official for the *[location]*, I am sending this email to inform you that an occupant of our building was recently diagnosed with COVID-19. The individual was diagnosed on *[date]*, but has not been in the building since *[date]*. You are on this email distribution because the sign-in record shows you were in the *[location]* between *[date range – 14 days back from when the sick or exposed employee was last in building]*.

The infected individual's movement in the building was primarily limited to *[define if possible or whole building]*. Those areas are closed and will be cleaned as soon as possible *[or already cleaned]*.

I am providing this for your information. You have not been identified as having close contact with this individual so there is no need to self-isolate. In the event you display any potential symptoms, please let me know, and you should reach out to your medical provider for guidance as deemed appropriate by them.

If you have questions about this notice, please contact *[yourself or someone you may delegate to]*

7. Sample script for placing an employee on home isolation:

Dear *[Contact Name]*, You were identified as having had contact with a person who has been diagnosed with COVID-19 or is experiencing symptoms of COVID-19 in our facility.

Because you have had contact with an infected person, you are being placed on “home isolation” for 14 calendar days. If you are not experiencing symptoms you may telework or you may be granted weather and safety leave, according to NARA policy.

If you become ill, please call your supervisor [*or me*] and seek medical attention. If you become ill you must take sick (or other personal) leave.

You may not be infected and, even if you are infected, you may not experience symptoms. Please take these home isolation seriously. There is guidance on CDC’s website on how to home isolate when in close contact with an ill person.

Please contact your supervisor [*or me*] if you have any questions.

8. References.

- a. Returning to work: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- b. Good overall site: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- c. Close contact (< 6 ft and > 15 mins): <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- d. Notification standards: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>
- e. Cleaning standards: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- f. Five days for “record quarantine” is the longest time frame for the virus to remain viable on paper, as currently indicated by one scientific study. The CDC recommends 24 hours and indicates it is unlikely that the viruses can transfer off of porous surfaces, like paper. The Executive Steering Committee of the IMLS project on Reopening Archives, Libraries, and Museums (REALM) reports that some institutions are using 72 hours. NARA has elected to use the more conservative estimate of five days; however, this number may be adjusted as more research is published on the longevity of the virus on paper.

Point of Contact: If you have questions or comments, please contact the Occupational Safety and Health Program Office at safety@nara.gov.



NARA COVID-19 Response

Fact Sheet #1, version 3: Leave and workforce flexibilities for COVID-19 response

June 5, 2020

This fact sheet provides guidance to help protect NARA staff and reduce the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace. This version has been updated to: clarify the conditions under which sick employees may return to work; permit telework or weather and safety leave when NARA Management places an asymptomatic employee on home isolation; and incorporate new guidance on Families First Coronavirus Response Act (FFCRA) emergency paid sick leave.

Leave and workforce flexibilities.

An employee should always use sick or other (paid or unpaid) leave if she or he is experiencing symptoms of COVID-19.

A supervisor may approve sick leave for a period longer than three days without a doctor's note or medical documentation (ordinarily required by [NARA 327, Supplement 3](#), para.14) if the supervisor determines that obtaining the documentation would be too burdensome on the employee.

A supervisor may approve up to five days per week of telework for an employee, provided that there is sufficient telework-appropriate work available. This applies to all staff, including employees occupying positions that are not otherwise telework eligible. Supervisors are encouraged to be flexible and creative in identifying telework-appropriate work. Supervisors are not expected or required to authorize five-day-per-week telework if there is not sufficient telework-appropriate work available, except for employees in higher-risk groups and special populations. All employees who are approved to change their telework agreements or enter into a new telework agreement due to the current public health emergency must complete the COVID-19 telework agreement form [here](#).

The following table provides guidance on the appropriate leave category or telework options available, based on an employee's request for absence. If more than one of the scenarios listed below applies to an employee, the employee should work with her or his supervisor to determine the best leave and telework solution, based on the employee's personal circumstances and NARA's needs, from what is available for each applicable scenario below. This table consolidates flexibilities provided in [NARA 327, Supplement 3](#), Leave and Absence, [NARA 332](#), Telework Program, [Interim Guidance 315-1](#), Workforce Management During a Flu Outbreak, OMB M-20-13, Updated Guidance on Telework Flexibilities in Response to Coronavirus, and the Families First Coronavirus Response Act (FFCRA).

Reason for the employee's request:	Appropriate leave status:
<p>Employee:</p> <ul style="list-style-type: none"> (1) is experiencing symptoms of COVID-19; (2) has been diagnosed with COVID-19; (3) has been in close contact (within 6 feet for longer than 15 minutes) with someone who has been diagnosed with COVID-19; or (4) has been in close contact (within 6 feet for longer than 15 minutes) in the workplace with a coworker in categories (1) through (3). 	<p>The employee will be placed on home isolation for at least 14 calendar days. An employee who experiences symptoms before or after being placed on home isolation must wait at least 72 hours after she or he is no longer experiencing symptoms and 10 calendar days after she or he first experienced symptoms before returning to work. If, at the end of the initial 14 calendar day isolation period, the employee has not completed the 72 hour and 10 calendar day periods without symptoms, her or his home isolation will be extended.</p> <p>If the employee experiences symptoms at any time on home isolation, she or he must take sick leave, FFCRA emergency paid sick leave, annual leave, Family Medical Leave Act (FMLA) leave, leave without pay (LWOP), donated leave under the Voluntary Leave Transfer Program (VLTP), or other paid time off, such as compensatory time off and credit hours.</p> <p>If the employee is not experiencing symptoms while on home isolation:</p> <ul style="list-style-type: none"> (a) The employee may telework up to five days per week, provided that the employee signs a COVID-19 telework agreement and sufficient telework-appropriate work is available. (b) If the employee chooses not to telework during the isolation or quarantine period, sick leave, annual leave, FMLA leave, LWOP, donated leave under the VLTP, and other paid time off, such as compensatory time off and credit hours, should be used to cover the absence. (c) If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.

Reason for the employee's request:	Appropriate leave status:
<p>Employee is: (1) in a population identified by the Centers for Disease Control and Prevention (CDC) as being at a higher risk for serious complications or special populations; and (2) has a reasonable accommodation for her or his condition.</p>	<p>The employee may telework up to five days per week.</p> <p>If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.</p>
<p>Employee must care for a family member who is experiencing symptoms but has not been diagnosed with COVID-19.</p>	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>Sick leave, FFCRA emergency paid sick leave, annual leave, FMLA leave, LWOP, donated leave under VLTP, and other paid time off, such as comp time and credit hours, must be used for any time the employee is unable to work to care for the family member.</p> <p>Full-time employees are entitled to use up to 104 hours (13 work days) per year of sick leave to provide general medical care for a family member.</p>
<p>Employee asks for leave to prevent possible exposure but has not been diagnosed with COVID-19, is not experiencing symptoms, and has not been in close contact (within 6 feet for longer than 15 minutes) with someone diagnosed with COVID-19.</p>	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>Annual leave, LWOP, and other paid time off, such as comp time and credit hours, must be used to cover any absence.</p>

Reason for the employee's request:	Appropriate leave status:
Employee must care for children during a school closing, but the employee and children are not experiencing symptoms and have not been diagnosed with COVID-19.	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>FFCRA emergency paid sick leave, Annual leave, LWOP, and other paid time off, such as comp time and credit hours, must be used for any time the employee is unable to work to provide child care.</p>
Employee's regular work facility is closed.	<p>If the employee is in a telework eligible position: The employee will be required to telework up to five days per week (depending on the employee's regular work schedule) during the facility closure or must take leave.</p> <p>If the employee's position is ordinarily not telework eligible: If telework-appropriate work can be assigned, the employee may telework up to five days per week during the facility closure, provided the employee signs a COVID-19 telework agreement and sufficient telework-appropriate work is available. If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.</p>
Employee is subject to an isolation order or quarantine by a Federal, State, or local government public health agency, including when a public health agency recommends or requests that the employee self-quarantine.	<p>The employee's supervisor may approve up to five days per week of telework, provided that the employee signs a COVID-19 telework agreement and sufficient telework-appropriate work is available.</p> <p>If the employee chooses not to telework during the isolation or quarantine period, sick leave, FFCRA emergency paid sick leave, annual leave, FMLA leave, LWOP, donated leave under the VLTP, and other paid time off, such as compensatory time off and credit hours, should be used to cover the absence.</p> <p>If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.</p>

Reason for the employee's request:	Appropriate leave status:
Employee is unable to come to work because transportation is disrupted (but the facility remains open).	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>If no telework-appropriate work is available or the employee is not able to telework, annual leave, comp time, credit time, travel comp, or LWOP must be to cover the absence.</p> <p>Depending on the circumstances, particularly if there is little or no advance notice, the supervisor may allow a limited amount of Weather and Safety leave for the first day of the disruption or closure.</p>
Employee requests leave for any of the above reasons but has no accrued annual or sick leave.	<p>Annual leave may be advanced up to the amount the employee will accrue in the remainder of the leave year. Please see NARA 327, Supplement 3, para. 10 for more details.</p> <p>Sick leave may be advanced in cases of serious disability or ailment, not to exceed 30 days. Please see NARA 327, Supplement 3, para. 16 for personal medical needs and para. 21 for family care.</p> <p>FFCRA emergency paid sick leave is available in addition to regular sick and annual leave. Employees are entitled to up to 80 hours of FFCRA emergency paid sick leave which is available for specific, qualifying reasons and must be used between April 1 and December 31, 2020. Please see NARA Notice 2020-123, FFCRA Emergency Paid Sick Leave, for additional information.</p>

For a definition and more information on Leave Without Pay (LWOP), please see [NARA 327, Supplement 3](#), para. 27. For Family Medical Leave Act (FMLA) information, please see [NARA 327, Supplement 5](#), *Family and Medical Leave*. For NARA's Voluntary Leave Transfer Program (VLTP), please see [NARA 327, Supplement 6](#), *Voluntary Leave Transfer Program*. For more information on FFCRA emergency paid sick leave, please see [NARA Notice 2020-123](#).

Point of Contact: If you have questions or comments, please contact the Office of Human Capital at employeerelations@nara.gov.



Phase I Social Distancing Procedures

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none"> ● NARA employees must wear appropriate face coverings (no valve/vent) at all times in NARA facilities, except when alone in a private office, cubicle, or stack space and no one else is within 6 feet. ● Employees must remain at least 6 feet apart and avoid gatherings except when absolutely necessary. 	<ul style="list-style-type: none"> ● NARA will provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members. ● Staff are strongly encouraged to wear gloves while in our facilities. Please dispose of gloves properly after use. ● Staff may use their own face coverings, provided they do not have offensive words, images, or logos.
Physical Environment	<ul style="list-style-type: none"> ● Staff must wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each usage with disinfectant wipes. ● Stay to the right in hallways, aisles, stairwells, and other narrow spaces. Maintain 6 foot distancing if possible. ● All meetings and conferences must be held virtually, including for on-site staff. ● No more than two individuals are permitted in an elevator at one time. ● No more than two individuals are permitted in a restroom at one time. If a restroom is occupied, please wait outside. Please be respectful of others who are waiting. 	<ul style="list-style-type: none"> ● Floor markings may be added to narrow spaces and intersections to provide for a smooth flow of traffic. ● Conference rooms may remain open if needed to enhance social distancing but must not be used for meetings or gatherings. ● Most common areas will be closed or will remain open only for through traffic. Larger seating areas and outdoor space may remain open if social distancing can be maintained. Fitness centers and gyms are closed until further notice. ● Exit screening of employees and contractors is temporarily suspended.
If you feel ill...	<ul style="list-style-type: none"> ● Do not come to work if you feel sick. ● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately. 	<ul style="list-style-type: none"> ● If a staff member becomes ill, NARA will close and clean any areas where the person worked in the past 14 days. Any boxes she or he handled will be closed/unavailable to staff for 5 days.



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Social Distancing Procedures for Records Move Activities

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none"> ● NARA staff members will maintain 6 ft. or more of social distancing while <ul style="list-style-type: none"> – Pulling records – Staging records – Loading records ● Staff members must wear appropriate face coverings (no valve/vent) at all times except when alone in a private office, cubicle, or stack space and no one else is within 6 feet. ● Staff members should regularly wash their hands with soap and water, particularly after breaks and before resuming crew work, and even if they wear gloves. 	<ul style="list-style-type: none"> ● No work will commence on a project until a project plan has been developed and approved, based on local facility layouts and specific records to be moved. ● Staff members will be granted additional cleanup time at the beginning and end of their rotations to allow for time spent washing hands, changing PPE, and wiping down material handling equipment. ● Staff members are strongly encouraged to wear gloves while in our facilities. NARA will provide gloves for staff use. Please dispose of gloves properly after use.
Physical Environment	<ul style="list-style-type: none"> ● Staff must wipe down door handles, ladders, streamliners, forklifts, and other material handling equipment before and after each usage with disinfectant wipes. ● Drivers picking up records will open trailer rear doors prior to entering loading docks and must remain in their cabs when not presenting or signing paperwork. ● Delivery paperwork will be staged and courier badges verified in a manner that maintains social distancing. 	<ul style="list-style-type: none"> ● Work that can be completed remotely, such as HMS exports, will be prepared by teleworkers and printed on-site. ● Work will be assigned to minimize number of staff physically working together, and pallets and other shipping materials will be prepared and situated in advance where possible. ● When records arrive at the destination location, allow at least three days before unpacking and shelving materials.
If you feel ill...	<ul style="list-style-type: none"> ● Do not come to work if you feel sick. ● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately. 	<ul style="list-style-type: none"> ● If a staff member becomes ill, NARA will close and clean all stacks where the person worked in the past 14 days and any boxes she or he handled will be closed/unavailable to staff for 5 days.



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Social Distancing Procedures for Shelving New Transfers

Mandatory Procedures

Additional Protective Measures

	Mandatory Procedures	Additional Protective Measures
<p>Employees</p>	<ul style="list-style-type: none"> ● NARA staff members must maintain 6 ft. or more of social distancing while <ul style="list-style-type: none"> – Unloading records – Staging records – Shelving records ● Staff members must wear appropriate face coverings (no valve/vent) at all times except when alone in a private office, cubicle, or stack space and no one else is within 6 feet. ● Staff members should regularly wash their hands with soap and water, particularly after breaks and before resuming crew work. 	<ul style="list-style-type: none"> ● As much as possible, transfers will be scheduled in groups of 10 or fewer boxes and assigned to individuals, to reduce the number of staff members in the stacks. ● Staff members will be granted additional cleanup time at the beginning and end of their rotations to allow for time spent washing hands, changing PPE, and wiping down material handling equipment. ● Staff members are strongly encouraged to wear gloves while in our facilities. NARA will provide gloves for staff use. Please dispose of gloves properly after use.
<p>Physical Environment</p>	<ul style="list-style-type: none"> ● Staff must wipe down door handles, ladders, streamliners, forklifts, and other material handling equipment before and after each usage with disinfectant wipes. ● Drivers delivering transfers will open trailer rear doors prior to entering loading docks and must remain in their cabs when not presenting or signing paperwork. ● Delivery paperwork will be staged and courier badges verified in a manner that maintains social distancing. 	<ul style="list-style-type: none"> ● Work that can be completed remotely, such as shelf position assignments, Put-Away-Reports, and labels will be prepared remotely and printed on-site. ● Floor markings will be added to narrow spaces and intersections in stack areas to provide for a smooth flow of traffic. Some areas may be designated as “one way”. ● Where available, use track or Nest-A-Flex for shelving records on lower shelves to help maintain social distancing.
<p>If you feel ill...</p>	<ul style="list-style-type: none"> ● Do not come to work if you feel sick. ● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately. 	<ul style="list-style-type: none"> ● If a staff member becomes ill, NARA will close and clean all stacks where the person worked in the past 14 days and any boxes she or he handled will be closed/unavailable to staff for 5 days.



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Social Distancing Procedures for Disposition

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none"> ● NARA staff members must maintain 6 ft. or more of social distancing while <ul style="list-style-type: none"> – Pulling records – Staging records – Loading records ● Staff members must wear appropriate face coverings (no valve/vent) at all times except when alone in a private office, cubicle, or stack space and no one else is within 6 feet. ● Staff members should regularly wash their hands with soap and water, particularly after breaks and before resuming crew work, and even if they wear gloves. 	<ul style="list-style-type: none"> ● As much as possible, disposals will be scheduled in groups of 10 or fewer boxes and assigned to individuals, to reduce the number of staff members in the stacks. ● Staff members will be granted additional cleanup time at the beginning and end of their rotations to allow for time spent washing hands, changing PPE, and wiping down material handling equipment. ● Staff members are strongly encouraged to wear gloves while in our facilities. NARA will provide gloves for staff use. Please dispose of gloves properly after use.
Physical Environment	<ul style="list-style-type: none"> ● Staff must wipe down door handles, ladders, streamliners, forklifts, and other material handling equipment before and after each usage with disinfectant wipes. ● Drivers picking up dispositions will open trailer rear doors prior to entering loading docks and must remain in their cabs when not presenting or signing paperwork. ● Delivery paperwork will be staged and courier badges verified in a manner that maintains social distancing. 	<ul style="list-style-type: none"> ● Work that can be completed remotely, such as disposition Pull Reports, will be prepared by teleworkers and printed on-site. ● Floor markings will be added to narrow spaces and intersections in stack areas to provide for a smooth flow of traffic. Some areas may be designated as “one way”. ● Where available, use track or Nest-A-Flex when disposing of records to help maintain social distancing.
If you feel ill...	<ul style="list-style-type: none"> ● Do not come to work if you feel sick. ● If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately. 	<ul style="list-style-type: none"> ● If a staff member becomes ill, NARA will close and clean all stacks where the person worked in the past 14 days and any boxes she or he handled will be closed/unavailable to staff for 5 days.