

NARA Notice 2020-132: NARA Phased Reopening Plan



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.

The purpose of this message is to share NARA's plan for the phased reopening of our facilities. We are sharing this plan so that you know the precautions we have taken and the changes we have made in order to keep staff safe and healthy in the workplace. The health and safety of our workforce is our top priority, and we will continue to prioritize your safety throughout the reopening process. We want all NARA staff to feel secure when you return to work and we want to ensure that you are familiar with the new procedures that all staff must follow to protect your health and the health of your coworkers.

NARA will gradually reopen our facilities, in phases. We will begin the reopening process with a very limited number of employees at the worksite each day, and a limited number of activities occurring on-site. As public health conditions improve - and as we implement additional controls to protect staff - we will begin to expand the number of employees permitted on-site and restart additional functions and activities. We do not know how long it will take to progress through each phase, but we expect the entire reopening procedure will take several months.

We will make reopening decisions on a facility-by-facility basis. We recognize that different parts of the country are experiencing the pandemic differently. Our goal is to ensure that conditions are safe for our staff *in the local community* before reopening a facility. We are monitoring local public health conditions and Movement Control Orders (MCO, i.e. stay-at-home or shelter-in-place orders), and coordinating with NARA Designated Officials at each facility. We will not reopen a facility until local public health conditions allow us to safely return to work.

We have established 10 objective criteria to determine when our facilities are safe to reopen. Our criteria, described in the attached plan, focus on staff safety. Five of the 10 criteria relate to our ability to protect staff at work (personal protective equipment, cleaning, social distancing, health assessments, and contact tracing). Four additional criteria ensure that conditions in the local community allow staff to safely return to the workplace (State MCOs, local government MCOs, availability of dependent care, and availability of public

transportation). The final criterion ensures that we have defined on-site work functions and that sufficient staff are available to report to the worksite.

The on-site work functions that we will restart in Phase One were determined based on risk and agency need. NARA Executives and program managers have carefully reviewed all NARA work functions and activities to assess the risk of COVID-19 exposure to our staff, contractors, and visitors. We have established additional mitigating controls to reduce the intensity and number of personal contacts necessary to perform key activities that must be performed on-site. All of our Phase One on-site work functions were assessed as "low risk," either because they normally require little personal contact or because we have established new procedures in order to reduce the risk. We are not able to restart all low risk work functions in Phase One because of the limited number of on-site staff available in Phase One, but we will expand on-site operations as we progress through our phased reopening.

We have established a number of new procedures that will help protect staff when we return to the workplace. I encourage you to review the key elements of our procedures that we have highlighted in the attached plan and click on the links at the end of the document to review the detailed procedures. Before returning to work, please call 187SOSNARA1 to hear a recorded message providing basic information on reopening safety. Please also complete our new online training available in the [NARA Learning Center](#), "COVID 19: Returning to Work Safely." If you are not able to take this training remotely, you will be required to take this training when you return to the worksite. Please do not return to the worksite until you are contacted by your supervisor and have scheduled your return.

Finally, please continue to take care of yourselves and each other. The pandemic and the resulting quarantine have been physically and emotionally demanding on all of us. If you need assistance during this time, please take advantage of the Employee Assistance Program (EAP). EAP services are free, confidential, and available to all NARA employees, supervisors, and family members. EAP counselors are available 24 hours a day, seven days a week, by telephone 24/7 at 1-800-222-0364 (TTY 1-888-262-7848) or online at www.FOH4YOU.com. EAP information can also be found at the NARA@work [EAP page](#).

NARA will reopen our facilities in a controlled manner and at a careful pace. Employee health and safety are our top priority. I hope that our phased reopening plan provides you with some assurance and relieves some of the stress or anxiety that might come from reopening. Thank you for your resilience and flexibility during this unprecedented period of uncertainty and disruption. I look forward to the eventual return of all of our staff and functions.

[David Ferriero](#)

Archivist of the United States

Attachment:

[NARA Phased Reopening Plan](#)

If you have questions about this notice, contact:

[Micah Cheatham](#), Chief of Management and Administration

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National Archives at College Park

Room 5200

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Attachments

1. [NARA Reopening Plan_June 19 2020.pdf](#)



NARA Phased Reopening Plan

June 19, 2020



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION



NARA will reopen in phases.

Phase One: Limited Operations	Phase Two: Partial Operations	Phase Three: Adjusted Operations
<ul style="list-style-type: none"> • Research rooms and museum exhibits remain closed to the public; no in-person public programs. • Staff: <ul style="list-style-type: none"> – At A1, A2, and NPRC, 5%-10% of staff may enter the building at one time; at other facilities, 10%-20% of staff. – Some non-telework staff may return on a regular basis, up to 40 hours per pay period. – Enhanced telework: Teleworkers can telework up to 5 days per week. – Employees in high-risk groups will remain on telework or Weather & Safety leave. • Non-essential travel is prohibited; essential travel is limited. 	<ul style="list-style-type: none"> • Research rooms and museum exhibits will be closed except for brief, limited openings approved to test social distancing procedures; Library exterior grounds may reopen to the public; no in-person public programs. • Staff: <ul style="list-style-type: none"> – At A1, A2, and NPRC, 10%-20% of staff may enter the building at one time; at other facilities, 25%-50% of staff. – Some non-telework staff may return on a regular basis, but less than 80 hours per pay period. – Enhanced telework: Teleworkers can telework up to 5 days per week. – High-risk employees will remain on telework or Weather & Safety leave. • Non-essential travel is prohibited. 	<ul style="list-style-type: none"> • Select research rooms & museum exhibits will open with limited hours and strict social distancing procedures; free admission; no gift shops, food service, or in-person public programs. • Staff: <ul style="list-style-type: none"> – All facilities will continue to limit the number of staff in the building at one time. – Enhanced telework (5 days per week) will be available where it doesn't interfere with agency operations. – High-risk employees may work on-site, but not in public facing activities. • Non-essential travel may resume with some restrictions.



Each NARA facility will move to Phase One when it meets 10 criteria.

- 1. State Movement Control Orders (MCO)** permit NARA Phase One on-site work functions and travel for commuting.
- 2. Local Government (County/City) MCOs** permit NARA Phase One on-site functions and travel for commuting.
- 3. NARA Phase One on-site work functions** are defined, sufficient staff are available to accomplish on-site work, and on-site work is scheduled.
- 4. Personal Protective Equipment (PPE)** is available for staff, including face coverings, disposable gloves, disinfectant, and hand sanitizer.
- 5. Cleaning.** Custodial contractors are ready and able to perform routine disinfecting and deep cleaning, and local procedures are established for disinfecting equipment and surfaces that custodial staff does not clean.
- 6. Public Transit.** Sufficient staff are available and can be recalled to perform Phase One on-site work functions, and are not limited by the availability of public transportation.
- 7. Dependent Care.** Sufficient staff are available and can be recalled to perform Phase One on-site work functions, and are not limited by the availability of dependent care.
- 8. Social Distancing.** National and local procedures are in place to enforce appropriate social distancing.
- 9. Entry Screening.** National and local procedures are in place to ensure employee self-certification of health status prior to reporting for on-site work.
- 10. Contact Tracing.** National and local procedures are in place to report a potential exposure to facility occupants while maintaining confidentiality of the sick person.



Phase One on-site work functions.

	Some functions normally require little personal contact.	Some functions have modified procedures to reduce contact.	Some functions will continue, but some tasks will not be performed in Phase One.
Reference	Offsite archival reference	FRCP Operations (AFO) reference	NPRC reference (interfiles suspended)
Records moves		Research Services records moves	FRCP T&D (will be assigned in batches of 10 boxes or fewer)
Exhibits	Exhibit maintenance	De-installation of exhibits; Return of loaned records and artifacts	
Digitization	Digitization projects (archival records)	Digitization labs	Digitization partnerships (require case-by-case review)
Declassification		National Declassification Center; FOIA and Special Access review	
Preservation			Preservation (excludes preservation of records on exhibit)
Administrative		Laptop deployment; PIV badging	On-boarding new employees (telework-ready only)



New responsibilities to protect your health and the health of others.

Face coverings are required	6 foot social distancing is required	Assess your health before reporting for duty	Sign-in and sign-out of the facility each day
<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, processing space, or stack space and no one else is within 6 feet. • In facilities with security service, you will be required to lower your face covering on entry to verify identity. • Staff who refuse to wear a face covering will be denied access to NARA facilities. 	<ul style="list-style-type: none"> • Employees must remain at least 6 feet apart and avoid gatherings except when absolutely necessary. • All meetings will be virtual, including for on-site staff. • Access and occupancy will be restricted for conference rooms, common areas, elevators, and restrooms. • Government vehicles will be limited to one passenger per row of seating. • Follow local procedures and signage. 	<ul style="list-style-type: none"> • Do not come to work if you feel sick. • You must take your temperature and assess your health every morning before reporting for duty. • Do not come to work if: <ul style="list-style-type: none"> - You have COVID-19 symptoms; - You have been diagnosed with COVID-19; or - You have been in close contact with someone who has been diagnosed with COVID-19. 	<ul style="list-style-type: none"> • All staff must sign (or badge) in and out of the facility when working on-site, so we know who's on-site each day. • We will notify you if a person you worked with later reports COVID-19 symptoms or diagnosis, or if they had close contact with someone else who was diagnosed with COVID-19. • If you had close contact (within 6 feet for 15 min. or longer) with a sick coworker, you will be placed on 14-day home isolation (telework or Weather & Safety leave).



NARA has made changes to better protect the health of returning staff.

Work schedules will be different in Phase I	Increased disinfecting and cleaning	Facility operations will change to improve safety	Amenities will be limited
<ul style="list-style-type: none"> • Most non-supervisory staff will work on-site no more than 6 hours per day • Staff will have a flexible time band in which to arrive. • Most staff will not work on-site more than 40 hours per pay period. • Supervisors will rotate so that there is always an on-site supervisor. • Staff should raise concerns with their supervisor, the on-site supervisor, or AFGE Council 260. 	<ul style="list-style-type: none"> • Custodial contractors have increased routine disinfecting of hard surfaces and have NARA procedures for deep cleaning when needed. • Staff must wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each use with disinfectant wipes. Please follow local procedures. • NARA will provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members. 	<ul style="list-style-type: none"> • NARA will change settings on Heating, Air Conditioning, and Ventilation (HVAC) systems to increase the circulation of air. • NARA will ensure all air filters servicing office or public space have high-efficiency filters installed. • NARA will flush all water systems and check chemistry before reopening facilities to ensure any stagnant water is removed. 	<ul style="list-style-type: none"> • Cafeterias and food services will remain closed. • Vending machines will be routinely disinfected, but may not be re-stocked. • Break rooms and lunch rooms will be open only if social distancing can be maintained. • Water fountains will be available to refill bottles, but not for drinking. • Fitness centers and gyms will be closed. • The A1/A2 shuttle will not run.



You can take action now to prepare to return to work.

1. Take “Returning to Work” training.

- Call 187SOSNARA1 to hear a recorded message providing basics on reopening safety.
- Go to the NARA Learning Center (at nara.csod.com) to take a 15-minute training module providing more detail on health and safety protocols for on-site work during Phase One. Look for the course titled “COVID 19: Returning to Work Safely”.

2. Review NARA procedures on the ICN COVID-19 Coronavirus Resources page here:

<https://icn.nara.gov/groups/covid-19-coronavirus-resources>.

- [COVID-19 Fact Sheet #1, Workplace flexibilities](#)
- [COVID-19 Fact Sheet #3, Sanitizing work surfaces](#)
- [COVID-19 Fact Sheet #8 Contact Tracing](#)
- Social Distancing procedures for [all NARA](#), FRCP [transfers](#) and [dispositions](#), and Research Services [records moves](#).

3. Review local procedures when they become available. Some local procedures may not be available until you return to the physical worksite.