NARA Phased Reopening Plan

September 11, 2020 update
NARA will reopen in phases.

|-------------------------------|-------------------------------|---------------------------------|
| **Research rooms** and **museum exhibits** remain closed to the public; no in-person **public programs**.  
**Staff:**  
- 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.  
**Nonessential travel** is prohibited; essential travel is limited. | **Research rooms** and **museum exhibits** remain 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:**  
- At A1, A2, and NPRC, up to 20% of staff may enter the building at one time; at other facilities, up to 50% of staff may return.  
- Some non-telework staff may return on a regular basis, but fewer 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.  
**Nonessential travel** is prohibited. | Select **research rooms** & **museum exhibits** will open with limited hours and strict social distancing procedures; no food service or in-person **public programs**.  
**Staff:**  
- 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.  
**Nonessential travel** may resume with some restrictions. |
Each NARA facility will move to Phase One when it meets 10 criteria.

1. **State and local government Movement Control Orders (MCO)** permit NARA Phase One on-site work functions and travel for commuting.

2. **Local public health conditions** meet NARA targets of: (a) new cases of 200 or fewer per 100,000 population over the last 14 days; and (b) positivity rate of 10% or lower over the last 14 days.

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.
NARA has established 5 criteria for NARA facilities to move to Phase Two.

1. **Local public health conditions** permit the functions and supporting travel, because:
   
   (a) State and local MCOs permit Phase II on-site work functions and travel; and
   
   (b) The county where the facility is located has both: (i) new cases of 200 or fewer per 100,000 population over the last 14 days; and (ii) positivity rate of 10% or lower over the last 14 days.

2. **NARA Phase Two on-site work functions** are defined, procedures are in place to safely accomplish on-site work, and on-site work is scheduled.

3. **Staff availability**. Sufficient staff are available and can be recalled to perform priority on-site work functions, with consideration for limitations on the availability of public transportation and dependent care.

4. **Personal Protective Equipment (PPE) and cleaning**.
   
   (a) Each facility has sufficient supplies of PPE available for staff, including face coverings, disposable gloves, disinfectant, and hand sanitizer.
   
   (b) 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.

5. **COVID-19 procedures**. National and local procedures are in place to protect staff, report activities, and enforce rules for social distancing, entry health screening, and contact tracing.
Phase One on-site work functions.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Offsite archival reference</th>
<th>FRCP Operations (AFO) reference</th>
<th>NPRC reference (interfiles suspended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records moves</td>
<td>Research Services records moves (batches of 40 LGA boxes or fewer)</td>
<td>FRCP T&amp;D (will be assigned in batches of 25 FRC boxes or fewer)</td>
<td></td>
</tr>
<tr>
<td>Exhibits</td>
<td>Exhibit maintenance</td>
<td>De-installation of exhibits; Return of loaned records and artifacts</td>
<td></td>
</tr>
<tr>
<td>Digitization</td>
<td>Digitization projects (archival records)</td>
<td>Digitization labs</td>
<td>Digitization partnerships (require case-by-case review)</td>
</tr>
<tr>
<td>Declassification</td>
<td>National Declassification Center; FOIA and Special Access review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preservation</td>
<td></td>
<td></td>
<td>Preservation (excludes preservation of records on exhibit)</td>
</tr>
<tr>
<td>Administrative</td>
<td>Laptop deployment; PIV badging</td>
<td></td>
<td>On-boarding new employees (telework-ready only)</td>
</tr>
</tbody>
</table>
Phase Two will continue Phase One work functions, with some additions.

<table>
<thead>
<tr>
<th></th>
<th>Phase One modified on-site work functions</th>
<th>Additional Phase Two on-site work functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference</strong></td>
<td>• Offsite archival reference</td>
<td>• NPRC reference (interfiles suspended)</td>
</tr>
<tr>
<td></td>
<td>• FRCP Operations (AFO) reference</td>
<td>• Requests for restricted records</td>
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<td></td>
<td></td>
<td>• Reproduction orders</td>
</tr>
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<td>• Research Services records moves (40 LGA boxes or fewer)</td>
<td></td>
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<td></td>
<td>• FRCP T&amp;D (25 FRC boxes or fewer)</td>
<td></td>
</tr>
<tr>
<td><strong>Exhibits</strong></td>
<td>• Exhibit maintenance</td>
<td>• Public access to library exterior grounds</td>
</tr>
<tr>
<td></td>
<td>• De-installation of exhibits; Return of loaned records and artifacts</td>
<td>• Plan and design exhibits</td>
</tr>
<tr>
<td><strong>Digitization</strong></td>
<td>• Digitization projects (archival)</td>
<td>• FRCP document conversion</td>
</tr>
<tr>
<td></td>
<td>• Digitization labs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Digitization partnerships (require case-by-case review)</td>
<td></td>
</tr>
<tr>
<td><strong>Declassification</strong></td>
<td>• National Declassification Center</td>
<td>• Limited return of agency declassification reviewers</td>
</tr>
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<td></td>
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<td>• Preservation of records on exhibit</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>• Laptop deployment</td>
<td>• Fulfill online store orders</td>
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<td></td>
<td>• PIV badging</td>
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<td></td>
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</tr>
</tbody>
</table>
Shared responsibilities to protect your health and the health of others.

<table>
<thead>
<tr>
<th>Face coverings are required</th>
<th>6-foot social distancing is required</th>
<th>Assess your health before reporting for duty</th>
<th>Sign in and sign out of the facility each day</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Everyone must wear appropriate face coverings (no valve/vent) over their nose and mouth 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.</td>
<td>• Employees must remain at least 6 feet apart and avoid gatherings except when absolutely necessary.</td>
<td>• Do not come to work if you feel sick.</td>
<td>• 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.</td>
</tr>
<tr>
<td>• In facilities with security service, you will be required to briefly lower your face covering on entry to verify identity.</td>
<td>• All meetings will be virtual, including for on-site staff.</td>
<td>• You must take your temperature and assess your health every morning before reporting for duty.</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Staff who refuse to wear a face covering will be denied access to NARA facilities.</td>
<td>• Access and occupancy will be restricted for conference rooms, common areas, elevators, and restrooms.</td>
<td>• Do not come to work if:</td>
<td>• If you had close contact (within 6 feet for 15 min. or longer) with a sick coworker, you will be placed on 10-day home isolation (telework or weather &amp; safety leave).</td>
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<tr>
<td></td>
<td>• Government vehicles will be limited to one passenger per row of seating.</td>
<td>- You have COVID-19 symptoms;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Follow local procedures and signage.</td>
<td>- You have been diagnosed with COVID-19; or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- You have been in close contact with someone who has been diagnosed with COVID-19.</td>
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</tr>
</tbody>
</table>
## Operational changes to better protect the health of returning staff.

<table>
<thead>
<tr>
<th>Work schedules will be different</th>
<th>Increased disinfecting and cleaning</th>
<th>Facility operations changes to improve safety</th>
<th>Amenities will be limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Most non-supervisory staff will work on-site fewer than 8 hours per day</td>
<td>• Custodial contractors have increased routine disinfecting of hard surfaces and have NARA procedures for deep cleaning when needed.</td>
<td>• NARA has changed settings on Heating, Air Conditioning, and Ventilation (HVAC) systems to increase the circulation of air.</td>
<td>• Cafeterias and food services will remain closed.</td>
</tr>
<tr>
<td>• Staff will have a flexible time band in which to arrive.</td>
<td>• <strong>Staff must wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each use</strong> with disinfectant wipes. Please follow local procedures.</td>
<td>• NARA has installed high-efficiency filters in air filters servicing office or public space.</td>
<td>• Vending machines will be routinely disinfected but may not be restocked.</td>
</tr>
<tr>
<td>• Most staff who work on-site will be there fewer than 80 hours per pay period.</td>
<td>• NARA will provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members.</td>
<td>• All water systems were flushed and chemistry checked before reopening NARA facilities to ensure any stagnant water was removed.</td>
<td>• Break rooms and lunch rooms will be open with strict social distancing.</td>
</tr>
<tr>
<td>• Supervisors will rotate so that there is always an on-site supervisor.</td>
<td></td>
<td>• Fitness centers and gyms will be closed.</td>
<td>• Water fountains will be available to refill bottles but not for drinking.</td>
</tr>
<tr>
<td>• Staff should raise concerns with their supervisor, the on-site supervisor, or AFGE Council 260.</td>
<td></td>
<td>• The A1/A2 shuttle may not run.</td>
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</tr>
</tbody>
</table>
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 the 15-minute training module, “COVID 19: Returning to Work Safely.”

   - COVID-19 Fact Sheet #1, Workplace flexibilities
   - COVID-19 Fact Sheet #3, Sanitizing work surfaces
   - COVID-19 Fact Sheet #8, Contact Tracing
   - COVID-19 Fact Sheet #9, Health Screening
   - 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.