



# NARA Phased Reopening Plan

September 11, 2020 update





# NARA will reopen in phases.

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



# 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.

	<b>Some functions normally require little personal contact.</b>	<b>Some functions have modified procedures to reduce contact.</b>	<b>Some functions will continue, but some tasks will not be performed in Phase One.</b>
<b>Reference</b>	Offsite archival reference	FRCP Operations (AFO) reference	NPRC reference (interfiles suspended)
<b>Records moves</b>		Research Services records moves (batches of 40 LGA boxes or fewer)	FRCP T&D (will be assigned in batches of 25 FRC boxes or fewer)
<b>Exhibits</b>	Exhibit maintenance	De-installation of exhibits; Return of loaned records and artifacts	
<b>Digitization</b>	Digitization projects (archival records)	Digitization labs	Digitization partnerships (require case-by-case review)
<b>Declassification</b>		National Declassification Center; FOIA and Special Access review	
<b>Preservation</b>			Preservation (excludes preservation of records on exhibit)
<b>Administrative</b>		Laptop deployment; PIV badging	On-boarding new employees (telework-ready only)



## Phase Two will continue Phase One work functions, with some additions.

	<b>Phase One modified on-site work functions</b>	<b>Additional Phase Two on-site work functions</b>	
<b>Reference</b>	<ul style="list-style-type: none"><li>Offsite archival reference</li><li>FRCP Operations (AFO) reference</li></ul>	<ul style="list-style-type: none"><li>NPRC reference (interfiles suspended)</li></ul>	<ul style="list-style-type: none"><li>Requests for restricted records</li><li>Reproduction orders</li></ul>
<b>Records moves</b>	<ul style="list-style-type: none"><li>Research Services records moves (40 LGA boxes or fewer)</li></ul>	<ul style="list-style-type: none"><li>FRCP T&amp;D (25 FRC boxes or fewer)</li></ul>	
<b>Exhibits</b>	<ul style="list-style-type: none"><li>Exhibit maintenance</li></ul>	<ul style="list-style-type: none"><li>De-installation of exhibits;</li><li>Return of loaned records and artifacts</li></ul>	<ul style="list-style-type: none"><li>Public access to library exterior grounds</li><li>Plan and design exhibits</li></ul>
<b>Digitization</b>	<ul style="list-style-type: none"><li>Digitization projects (archival)</li><li>Digitization labs</li></ul>	<ul style="list-style-type: none"><li>Digitization partnerships (require case-by-case review)</li></ul>	<ul style="list-style-type: none"><li>FRCP document conversion</li></ul>
<b>Declassification</b>	<ul style="list-style-type: none"><li>National Declassification Center</li><li>FOIA and Special Access review</li></ul>		<ul style="list-style-type: none"><li>Limited return of agency declassification reviewers</li></ul>
<b>Preservation</b>	<ul style="list-style-type: none"><li>Preservation (excludes preservation of records on exhibit)</li></ul>		<ul style="list-style-type: none"><li>Preservation of records on exhibit</li></ul>
<b>Administrative</b>	<ul style="list-style-type: none"><li>Laptop deployment</li><li>PIV badging</li></ul>	<ul style="list-style-type: none"><li>On-boarding new employees (telework-ready only)</li></ul>	<ul style="list-style-type: none"><li>Fulfill online store orders</li></ul>



# Shared 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"><li><b>Everyone must wear appropriate face coverings (no valve/vent) over their nose and mouth at all times in NARA facilities,</b> except when alone in a private office, cubicle, processing space, or stack space <b>and</b> no one else is within 6 feet.</li><li>In facilities with security service, you will be required to briefly lower your face covering on entry to verify identity.</li><li>Staff who refuse to wear a face covering will be denied access to NARA facilities.</li></ul>	<ul style="list-style-type: none"><li><b>Employees must remain at least 6 feet apart</b> and avoid gatherings except when absolutely necessary.</li><li>All meetings will be virtual, including for on-site staff.</li><li>Access and occupancy will be restricted for conference rooms, common areas, elevators, and restrooms.</li><li>Government vehicles will be limited to one passenger per row of seating.</li><li>Follow local procedures and signage.</li></ul>	<ul style="list-style-type: none"><li><b>Do not come to work if you feel sick.</b></li><li>You must take your temperature and assess your health every morning before reporting for duty.</li><li>Do not come to work if:<ul style="list-style-type: none"><li>- You have COVID-19 symptoms;</li><li>- You have been diagnosed with COVID-19; or</li><li>- You have been in close contact with someone who has been diagnosed with COVID-19.</li></ul></li></ul>	<ul style="list-style-type: none"><li>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.</li><li>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.</li><li>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).</li></ul>



# Operational changes to better protect the health of returning staff.

Work schedules will be different	Increased disinfecting and cleaning	Facility operations changes to improve safety	Amenities will be limited
<ul style="list-style-type: none"><li>Most non-supervisory staff will work on-site fewer than 8 hours per day</li><li>Staff will have a flexible time band in which to arrive.</li><li>Most staff who work on-site will be there fewer than 80 hours per pay period.</li><li>Supervisors will rotate so that there is always an on-site supervisor.</li><li>Staff should raise concerns with their supervisor, the on-site supervisor, or AFGE Council 260.</li></ul>	<ul style="list-style-type: none"><li>Custodial contractors have increased routine disinfecting of hard surfaces and have NARA procedures for deep cleaning when needed.</li><li><b>Staff must wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each use</b> with disinfectant wipes. Please follow local procedures.</li><li>NARA will provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members.</li></ul>	<ul style="list-style-type: none"><li>NARA has changed settings on Heating, Air Conditioning, and Ventilation (HVAC) systems to increase the circulation of air.</li><li>NARA has installed high-efficiency filters in air filters servicing office or public space.</li><li>All water systems were flushed and chemistry checked before reopening NARA facilities to ensure any stagnant water was removed.</li></ul>	<ul style="list-style-type: none"><li>Cafeterias and food services will remain closed.</li><li>Vending machines will be routinely disinfected but may not be restocked.</li><li>Break rooms and lunch rooms will be open with strict social distancing.</li><li>Water fountains will be available to refill bottles but not for drinking.</li><li>Fitness centers and gyms will be closed.</li><li>The A1/A2 shuttle may not run.</li></ul>



# 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](http://nara.csod.com)) to take the 15-minute training module, “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](#)
- [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.