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Research
Services

Social Distancing Procedures for Records Move Activities

Updated September 11, 2020

	Mandatory Procedures	Additional Protective Measures
Employees	<ul style="list-style-type: none"> ● NARA staff members will maintain 6 feet 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) over their nose and mouth 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"> ● Records moves must have an approved project plan. Movements will be scheduled in groups of 40 or fewer LGA 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 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 3 days.