NATIONAL ARCHIVES
Agency Services

Social Distancing Procedures for Shelving New Transfers

	Mandatory Procedures	Additional Protective Measures
Employees	• **NARA staff members must maintain 6 ft. or more of social distancing while** – **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.	• 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.
Physical Environment	• **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.	• 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.
If you feel ill…	• **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.	• 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.