

1. PURPOSE

The National Archives and Records Administration (NARA) is committed to providing a safe workplace and work practices that protect the safety and health of NARA employees, contractors, and visitors. NARA's COVID-19 workplace safety plan documents agency protocols to protect the safety of the NARA workforce and implements [Executive Order 13991, Protecting the Federal Workforce and Requiring Mask-Wearing](#) (January 20, 2021), and Office of Management and Budget (OMB) Memorandum [M-21-15, COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#) (January 24, 2021). This COVID-19 workplace safety plan applies to all NARA facilities and worksites including, where applicable, the home worksites of remote workers, and applies to all NARA employees, contractors, and visitors to NARA facilities.

2. COVID-19 COORDINATION TEAM

2a. COVID-19 coordination team.

i. NARA's COVID-19 coordination team establishes, implements, and monitors compliance with: (a) national safety protocols for physical space and face coverings; and (b) determinations of on-site and telework/remote working. The team regularly reviews local public health metrics for each NARA facility and makes recommendations to the Archivist of the United States to make changes in facility occupancy limits and local operations, where necessary, to respond to local public health conditions. The team meets regularly to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols, and any other operational needs.

ii. NARA's COVID-19 coordination team has the following members: Chief Operating Officer, Chief Financial Officer, acting Chief Human Capital Officer, Chief Acquisition Officer, acting Executive for Business Support Services, and Chief of Management and Administration. The team consults with the Agency's General Counsel on an as needed basis. NARA does not have a public health expert.

2b. Designated Officials. The Designated Official at each NARA facility is responsible for implementing, operating, and monitoring compliance with national safety plans and procedures. Designated Officials coordinate with local managers, supervisors, and (where applicable) local health and safety committees to establish and maintain local procedures when needed to implement national safety protocols in their facility. Designated Officials document local procedures in Facility Readiness Plans for each

facility. Designated Officials monitor local public health conditions, including orders from public health authorities, and report significant changes to the COVID-19 coordination team. In privately owned and federally leased space, Designated Officials coordinate with GSA or a private landlord and building security and safety committees.

2c. Union partnership. NARA Management and the employee union, the American Federation of Government Employees (AFGE) Council 260, regularly collaborate and engage on the agency's safety plans and protocols. NARA and the Council will bargain and enter into agreements as needed to provide employees with a safe workplace. NARA Management regularly consults with the Council on the establishment or modification of COVID-19 safety plans and protocols prior to implementation.

3. COMMUNICATION

3a. Communication with employees. NARA regularly communicates with employees regarding safety plans and procedures, as well as the status of agency operations during the COVID-19 pandemic. NARA communicates with all staff through regular written communications (NARA Notices) and monthly all-hands meetings. NARA established a central repository of COVID-19 resources on the agency internal collaboration network (ICN) system, including safety procedures, weekly messages from the Archivist of the United States, resources to support telework, and routine reports on the status of NARA facilities, local public health metrics, and workplace exposures. NARA uses the ICN as a forum for staff to raise questions and leadership regularly engages with staff directly to clarify policies. NARA routinely promotes wellness resources, including COVID-specific wellness information, and encourages employees to use the Employee Assistance Program (EAP).

3b. Communication with customers and the public. NARA regularly communicates with customers and the public through our website, archives.gov, press releases, social media, and other communications channels. NARA established a web page, [archives.gov/coronavirus](https://www.archives.gov/coronavirus), to communicate service impacts and safety protocols to customers and the public. NARA also uses this page to proactively disclose internal agency policies and procedures that would otherwise be subject to Freedom of Information Act (FOIA) requests. NARA regularly engages with key customer stakeholders using email and virtual meetings to provide updates and answer questions.

4. HEALTH AND SAFETY

4a. Telework and Remote Work.

i. NARA will maximize the use of telework and remote work during periods of significant or high community transmission. In addition to maximum telework, NARA has suspended core hours and expanded eligibility for maxiflex and other alternative work

schedules during the pandemic. A comprehensive list of flexibilities is available on NARA's public website in [COVID-19 Fact Sheet #1, Leave and workforce flexibilities for COVID-19 response](#).

ii. NARA will limit facility occupancy during periods of significant or high community transmission to no more than 25 percent of normal occupancy standards. Designated Officials have established occupancy limits and schedules for each NARA program in their facility, to ensure that overall facility occupancy does not exceed the 25 percent limit. Local managers and supervisors schedule staff to work on-site in accordance with their program's occupancy limit. As much as possible, managers and supervisors will solicit volunteers to perform on-site work. Staff are given at least seven calendar days advance notice before returning to the worksite to perform on-site work. Staff are not permitted to return to the work site to perform work unless they are scheduled (or have otherwise been approved in advance).

4b. Face Coverings and PPE.

i. Fully vaccinated Federal employees, fully vaccinated onsite contractors, and fully vaccinated visitors to NARA facilities are not required to wear face coverings. Fully vaccinated means it has been at least two weeks since the individual's second dose of a two-dose COVID-19 vaccine series, or two weeks since receiving a single-dose vaccine. Employees, contractors, and visitors will self-identify as being fully vaccinated. NARA officials and security officers will not ask about vaccination status or request proof of vaccination from staff, contractors, or the public.

ii. All NARA employees, contractors, and visitors who are not fully vaccinated must wear appropriate face coverings (no valve or vent) over their nose and mouth at all times while in NARA facilities, except when alone in a closed office, alone in records storage space, or when eating or drinking alone. In facilities with a security force, individuals may be required to lower their face coverings briefly for identification purposes. All persons who are not fully vaccinated must wear face coverings on NARA grounds when physical distancing is not possible. Additional guidance is available on NARA's public website in [NARA Physical Distancing procedure](#).

iii. NARA provides staff with a limited supply of reusable face coverings, as well as disposable gloves, disinfecting wipes, disinfecting spray, and hand sanitizer. Staff are permitted to wear their own face coverings, provided they are appropriate for use as a face covering (e.g. no valve or vent) and appropriate for the workplace (e.g. no offensive messages). Most NARA facilities have a limited supply of disposable face coverings for employees, as needed.

4c. Testing. NARA does not test employees, contractors, or visitors to NARA facilities. NARA will modify this policy if and to the extent that future guidance requires testing.

4d. Contact Tracing.

- i. All NARA employees, contractors, and visitors must sign-in and sign-out when entering and exiting any NARA facility, so that the agency has a record of who was in each facility at any given time. (Electronic sign in and sign out using badge readers is preferred.)
- ii. All employees and contractors who work on-site at NARA facilities are required to report when they are diagnosed with COVID-19 or experience COVID-19 symptoms. In addition, unvaccinated employees and contractors must also report any time they have come in close contact with someone who has been diagnosed with COVID-19. Remote workers are strongly encouraged to report COVID-19 diagnoses and symptoms. When an individual reports a COVID-19 diagnosis, illness, or close contact, the supervisor (for an employee) or COR (for a contractor) will place the individual on home isolation or quarantine, as appropriate and in accordance with CDC guidance. In addition, the supervisor or COR will ask the individual to identify any other facility occupants that the individual had close contact with during the two days before they were diagnosed or became ill, or the 14 days after a close contact.
- iii. If the sick or exposed person identifies any individuals with whom they had close contact while in the facility, the Designated Official, supervisor, or COR will ensure those individuals are contacted and placed on quarantine for 14 calendar days after the last contact. The Designated Official, supervisor, or COR may notify and quarantine any other employee or contractor (not named by the sick or exposed person) who was in close contact with the sick individual (based on sign-in and sign-out sheets). Employees and contractors who are identified as close contacts in the workplace may voluntarily opt-out of quarantine if they self-identify as vaccinated.
- iv. If the sick or exposed person was in the facility in any of the 14 days prior to reporting, the Designated Official will send an email to all employees assigned to the facility notifying them that a facility occupant has reported a COVID-19 diagnosis, illness, or close contact. The Designated Official will ensure that relevant CORs notify their contractors. All communications will protect the identity of the sick or exposed person.
- v. NARA's COVID-19 coordination team and Designated Officials make disclosures to State or local public health officials as required or necessary to provide for the public health and safety of Federal employees and contractors, in accordance with State and local public health mandates.
- vi. Additional guidance is available on NARA's public website in [COVID-19 Fact Sheet #8, Contact Tracing Procedure](#).

4e. Travel.

- i. NARA will suspend all non-mission essential official business travel during periods of significant or high community transmission. NARA has issued internal

guidance that specifically defines mission essential travel as it relates to NARA's mission and functions. Other, mission-essential travel that does not meet the specific definition must be approved in advance by the Deputy Archivist of the United States. NARA's definition of mission-essential travel and procedures to request approval are available on NARA's public website in [COVID-19 Fact Sheet #13, Travel](#).

ii. All NARA employees must follow CDC travel guidance for all personal and official business travel. NARA does not collect information on employee vaccination status. All NARA employees must: carefully assess travel risk prior to travel, wear a mask at all times while on public transportation, maintain good hand hygiene, and self-monitor for symptoms after travel. Employees who are not fully vaccinated must maintain 6-foot distancing from all non-household members and quarantine after all official business or personal travel. Additional guidance is available on NARA's public website in [NARA Notice 2021-161, New COVID-19 Policy Changes](#).

4f. Symptom monitoring.

i. All NARA employees, contractors, and visitors must assess their own health before reporting to a NARA facility. NARA may deny access to NARA facilities to individuals showing obvious signs of illness (e.g. shaking, chills, flushed appearance, vomiting).

ii. Every NARA employee, contractor, or visitor is required to measure their temperature and complete a symptom questionnaire ("health screening inventory") on days they plan or are scheduled to visit a NARA facility. Individuals must measure their temperature and complete the symptom questionnaire at home, before reporting for duty.

iii. Any individual who answers "yes" to any question on NARA's symptom questionnaire will be prohibited from entering a NARA facility. An employee or contractor who answers "yes" to any question must contact their supervisor to notify her or him that they will not report to the facility. The employee or contractor will also be required to report the last time the employee was in the facility and any close contacts they had with other facility occupants. This information will be used for contact tracing, as described in paragraph 4d, above.

iv. NARA's complete procedure for symptom monitoring, including the symptom questionnaire, is available on NARA's public website in [COVID-19 Fact Sheet #9, Health screening](#).

v. Any individual who develops COVID-19 symptoms while on-site must immediately isolate, notify their supervisor, and promptly leave the workplace. Designated Officials, supervisors, and CORs will respond to the incident following the procedures in [COVID-19 Fact Sheet #8, Contact Tracing Procedure](#).

4g. Quarantine and Isolation. An individual is not permitted to enter any NARA facility for at least 10 calendar days after they report a COVID-19 diagnosis or symptoms. In addition, any individual who is not fully vaccinated is not permitted to enter any NARA facility for at least 14 days after a close contact with the person who has COVID-19. Additional procedures for quarantine and home isolation are included in [COVID-19 Fact Sheet #8, Contact Tracing Procedure](#).

4h. Confidentiality. NARA collects only the minimum information necessary to respond to potential workplace exposures to COVID-19. All personally-identifiable information obtained through contact tracing, testing, and symptom monitoring is treated confidentially in accordance with applicable law, and accessible only by those with a need to know in order to protect the health and safety of NARA's workforce. NARA's Office of Equal Employment Opportunity is the agency point of contact for all questions related to personal medical information related to NARA's COVID-19 response.

5. WORKPLACE OPERATIONS

5a. Occupancy.

i. NARA will limit facility occupancy to no more than 25 percent of normal occupancy standards during periods of significant or high community transmission. Designated Officials have established occupancy limits and schedules for on-site work for each NARA program in their facility. Designated Officials have documented local occupancy limits and on-site work schedules in their Facility Readiness Plans.

ii. NARA employees and contractors are only permitted to return to NARA facilities to perform functions that must be performed on-site, and only when procedures are in place to ensure safe performance of those activities. NARA's Management Team conducted a risk assessment and identified the activities and functions that are safe and appropriate for full-time on-site work, occasional on-site work, and fully-remote work. Program Executives have established procedures to mitigate the risk of program-specific functions and activities that must be performed on-site. Designated Officials have established additional procedures to mitigate any site-specific risks associated with on-site work in their Facility Readiness Plans. All NARA employees are required to complete workplace safety training, including appropriate use of face coverings and PPE, symptom monitoring procedures, and physical distancing requirements, before returning to a NARA facility for on-site work.

iii. NARA's COVID-19 coordination team reviews and approves program mitigation plans and Facility Readiness Plans, and identifies areas requiring additional mitigation strategies. NARA program managers and the COVID-19 coordination team regularly review daily sign-in and sign-out data to monitor occupancy.

5b. Physical distancing.

- i. NARA employees and contractors who are not fully vaccinated must remain at least six feet apart and avoid gatherings while in NARA facilities, except when six-foot distancing is unavoidable. Where feasible, managers and supervisors will schedule only one employee to work in a records storage area each day. All facility occupants must stay to the right in hallways, aisles, stairwells, and other narrow spaces. All meetings must be held virtually, by video conferencing or telephone, including meetings of on-site staff. NARA limits occupancy in restrooms and elevators to promote social distancing. NARA has posted signage and floor markings throughout all facilities to remind all occupants of social distancing requirements.
- ii. Public visitors are required to maintain 6-foot physical distancing at all times, regardless of vaccination status.
- iii. A summary of NARA physical distancing protocols is available on NARA's public website in [NARA Social Distancing procedure](#).

5c. Facility Cleaning.

- i. NARA has established procedures and a Statement of Work (SOW) for NARA custodial contractors to conduct frequent disinfecting of all solid, high-contact surfaces in common and high-traffic areas. NARA procedures and the SOW also include protocols for detailed cleaning and disinfection ("deep cleaning") of spaces after a potential COVID-19 exposure. The SOW has been incorporated into all NARA custodial contracts and the procedures are in place at all facilities. NARA procedures and SOW are based on CDC and GSA guidance.
- ii. In the event of a potential COVID-19 exposure in the workplace (if a facility occupant reports COVID-19 symptoms or a diagnosis up to 14 days prior), the Designated Official will close off and arrange for the custodial contractor to deep clean the areas of the facility that the person entered, visited, or worked in. If feasible, the Designated Official will close off the impacted areas for 24 hours prior to deep cleaning. If the sick person handled any textual records, the Designated Official will close off and mark the individual compartment(s) or row(s), as appropriate, containing the materials for three calendar days. For artifacts, items in cold storage, or special media, the Designated Official must consult with the Preservation Programs Division (RX) on the appropriate actions. Additional guidance is available on NARA's public website in [COVID-19 Fact Sheet #8, Contact Tracing Procedure](#).

5d. Hygiene. Hand sanitizer stations are available at the entrance to each NARA facility and throughout workspaces, and contain FDA-approved hand sanitizer, with at least 60% ethanol. NARA also provides hand sanitizer, EPA-approved disinfectant spray and wipes, and disposable gloves in office spaces. Employees that handle records must wash their hands with soap and water after applying hand sanitizer and before handling records in order to protect the records from hand sanitizer residue. Signage has been placed throughout NARA facilities encouraging employees,

contractors, and visitors to wash their hands with soap and water or use hand sanitizer frequently.

5e. Ventilation and air filtration. All NARA facilities have taken action to increase indoor ventilation to the maximum extent feasible, while maintaining temperature and humidity standards for safe records storage. Air filters serving offices and public areas are MERV 13 or better. Outside air dampers have been opened to the maximum extent possible while maintaining building comfort levels and NARA records storage standards. Air handlers have been set to operate at 100% capacity during the day and continue running overnight to increase air turnover in the building.

5f. Visitors. During periods of significant or high community transmission, NARA will only permit official visitors (individuals who are not employees or contractors of NARA, GSA, or a private-sector landlord) to enter NARA facilities if their presence on-site is required to fulfill a NARA mission-essential function. All visitors must be screened and complete a symptom questionnaire before entering the workplace. All visitors must adhere to NARA COVID-19 procedures while in NARA facilities.

5g. Staggered work times and cohort-based schedules. NARA employees working on-site will be allowed to stagger arrival within flexible arrival bands to avoid crowds during arrival and departure. NARA will consider cohort-based scheduling, where practical.

5h. Elevators. No more than two individuals are permitted in any elevator at one time. Persons who are not fully vaccinated must wear face coverings at all times while in NARA elevators. NARA has posted signage inside elevators and outside elevator banks reminding facility occupants of NARA policy. NARA has also posted signage encouraging facility occupants to consider using the stairs.

5i. Shared spaces.

i. NARA employees and contractors are required to wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each use with disinfectant wipes. NARA provides disposable gloves, disinfecting wipes, and disinfectant spray for employees and contractors to use for disinfecting common equipment, workstations, and personal property. Additional information is available on NARA's public website in [NARA Physical Distancing procedure](#).

ii. NARA has established specific procedures for sanitizing work surfaces where records are handled, as well as exhibit cases and other surfaces in exhibits that may be damaged by prolonged use of alcohol disinfectant. Staff must remove all record materials from the surface before applying disinfectant solutions. NARA provides 70% isopropyl alcohol solution, bleach-free sanitizing wipes, and quaternary ammonium cleaners to assist in sanitizing work surfaces where records are handled and on exhibit surfaces. Additional, detailed procedures are available to NARA employees only on

NARA the NARA-internal ICN system in [COVID-19 Fact Sheet #3, Sanitizing work surfaces](#).

iii. Designated Officials have established site-specific measures to limit the number of people who can use common spaces at one time, moved or removed furniture to prevent congregating in open spaces, and ensure common-use personal items (such as refrigerators, water coolers, or coffee pots) are sanitized before and after use. Designated Officials have posted signage throughout NARA facilities to remind facility occupants of NARA policy and have installed floor markings to support physical distancing. Designated Officials have documented facility-specific procedures in Facility Readiness Plans.

6. MUSEUM OPERATIONS

6a. Occupancy

i. NARA will open museums and exhibit spaces to the public when local public health conditions support public-facing activities. NARA will limit occupancy to the lesser of: (1) 25 percent of normal occupancy; or (2) the amount permitted by applicable State or local government public health orders.

ii. NARA museums and exhibit spaces will be staffed only by NARA contractor security officers and, where appropriate, private employees of Presidential Library Foundations. NARA security officers will interact with museum visitors only to enforce NARA policies and procedures. NARA employees will not be present in exhibition spaces and will not interact with museum visitors during public opening hours. Volunteer docents will not be recalled to support museum operations or visitor services.

iii. Museums will initially be open to the public for fewer hours and days than normal hours of operations. Some exhibit spaces will be closed to reduce visit duration. To the maximum extent practicable, NARA will establish one-way traffic patterns from the front entrance, through the exhibit, and to the exit.

iv. NARA will use timed ticketing to enforce occupancy limits and prevent queuing inside and outside of the facility. Timed reservations will be limited to no more than six people in a party (pod). All tickets must be reserved online.

6b. Face coverings and physical distancing

i. Fully vaccinated museum visitors are not required to wear face coverings in NARA facilities. Fully vaccinated means it has been at least two weeks since the individual's second dose of a two-dose COVID-19 vaccine series, or two weeks since receiving a single-dose vaccine. Museum visitors will self-identify as being fully vaccinated. NARA officials and security officers will not ask about vaccination status or request proof of vaccination from the public.

ii. All museum visitors older than 2 years old who are not fully vaccinated must wear a face covering at all times in NARA facilities. All museum visitors older than 2 years old who are not fully vaccinated will be required to wear a face covering on NARA grounds when physical distancing is not possible.

iii. All museum visitors must maintain at least six feet of physical distance from other parties or “pods” (up to six people with the same reservation) as much as practicable. Elevators will be limited to one pod per ride. Restroom occupancy will be limited by physically blocking stalls and urinals. Signage and floor markings will be posted throughout the facility and exhibit space to ensure physical distancing and to direct visitors. Benches, tables, and other furniture will be removed or blocked off to maintain traffic flow. Stanchions and physical barriers will be used to block access to closed spaces and to support one-way traffic flow.

iv. NARA will limit occupancy of museum exhibits in order to promote social distancing. Security officers will monitor visitor flow and will temporarily stop entry if museum visitors are bunching or are not leaving in a timely manner.

6c. Symptom monitoring. Museum visitors are notified in advance that they must check their temperature before arrival on the day of the timed ticket to confirm that they do not have a fever. Any museum visitor displaying visible symptoms of COVID-19 will be denied entry. Museum visitors are informed of NARA COVID-19 procedures, including symptom monitoring, when they make an online reservation and they are required to acknowledge and accept NARA guidelines and instructions before finalizing the reservation.

6d. Contact tracing. If a museum visitor or security officer experiences COVID-19 symptoms while in a NARA facility or later reports symptoms or a diagnosis, NARA will use contact information collected during the timed ticketing process to notify other museum visitors and security officers of a potential exposure. NARA discloses this potential use of museum visitor data to visitors at the time they make a reservation.

6e. Facility cleaning. NARA has established procedures for frequent disinfecting of all solid, high-contact surfaces in common and high-traffic areas, including: entry and exit doors and handles, magnetometer and screening area hardware, bathrooms, elevator buttons, handrails, entryways, and exhibit cases. In the event of a potential COVID-19 exposure (museum visitor reports illness during or after a visit), NARA will close off and deep clean the exhibit and other public spaces.

6f. Hygiene. Hand sanitizer stations will be available for museum visitor use at the facility entrance, near restrooms and elevators, and the facility exit. Signage has been placed throughout NARA facilities encouraging museum visitors to wash their hands with soap and water or use hand sanitizer frequently.

6g. Retail sales and food service operations. NARA will not reopen food service operations. Merchandise may be offered for sale on-site if physical distancing and appropriate visitor flow can be maintained, and if sales operations are conducted without NARA employees.

6h. Museum safety plans. Each museum or exhibit space must have a site-specific plan documenting procedures for implementing and enforcing NARA workplace safety procedures, including physical distancing and contact tracing. Each plan must include a floorplan of the physical layout of the facility and visitor traffic flows from the facility entrance, through the exhibit, to the facility exit. Museum safety plans must be approved by the COVID-19 coordination team prior to reopening to the public. The Archivist of the United States approves the public reopening of all NARA museums and exhibit spaces.

7. RESEARCH ROOM OPERATIONS

7a. Occupancy.

i. NARA will open public research rooms when local public health conditions support public-facing activities. In general, NARA will limit occupancy to the lesser of: (1) 25 percent of normal occupancy; or (2) the amount permitted by applicable State or local government public health orders. However, NARA may further limit occupancy if NARA does not have sufficient staff to support research room operations.

ii. NARA research rooms will initially be open to the public for fewer hours and days than normal hours of operations.

iii. Researchers will be permitted to visit NARA research rooms by appointment only. Researchers who contact NARA for an appointment will first conduct a virtual consultation with staff by telephone or videoconference. Researchers will request specific records during the consultation and staff will pre-position the requested records in the research room prior to the researcher's arrival. Appointments will be made for a whole day and will be available only for individual researchers (not groups).

7b. Face coverings and physical distancing.

i. Fully vaccinated researchers are not required to wear face coverings in NARA facilities. Fully vaccinated means it has been at least two weeks since the individual's second dose of a two-dose COVID-19 vaccine series, or two weeks since receiving a single-dose vaccine. Researchers will self-identify as being fully vaccinated. NARA officials and security officers will not ask about vaccination status or request proof of vaccination from the public.

ii. All researchers and NARA employees who are not fully vaccinated will be required to wear face coverings at all times in NARA research rooms, with no

exceptions. Researchers who are not fully vaccinated will be required to wear a face covering on NARA grounds when physical distancing is not possible.

iii. Researchers and NARA employees must maintain at least six feet of physical distance while in NARA research rooms, to the maximum extent practicable, regardless of vaccination status. Chairs will be removed and workspaces will be blocked to promote physical distancing between researchers. Signage and floor markings will be posted throughout the facility and research rooms to remind researchers of NARA policy on face coverings and physical distancing. Stanchions and physical barriers will be used to block access to closed space and to support one-way traffic flow, where practicable.

7c. Symptom monitoring. Researchers must check their temperature and complete NARA's symptom questionnaire (described in paragraph 4f, above) before reporting to a NARA research room. Any researcher displaying visible symptoms of COVID-19 will be denied entry.

7d. Contact tracing. If a researcher or NARA employee experiences COVID-19 symptoms while in a NARA research room or later reports symptoms or a diagnosis, NARA will use contact information collected during the researcher registration process to notify other researchers of a potential exposure. NARA requires all researchers to register with the agency before conducting research, and discloses this potential use of researcher data to researchers at the time they register. NARA will quarantine any NARA employee who had close contact with the sick researcher and make necessary notifications, as described in paragraph 4d, above.

7e. Facility cleaning. NARA has established procedures for frequent disinfecting of all solid, high-contact surfaces in research rooms and other public spaces, including: entry and exit doors and handles, magnetometer and screening area hardware, bathrooms, elevator buttons, handrails, entryways, and exhibit cases. In the event of a potential COVID-19 exposure (a research reports symptoms or diagnosis during or after a visit), NARA will close and deep clean the research room and other public spaces.

7f. Hygiene.

i. Hand sanitizer stations will be available for researcher use outside of the research room. Personal hand sanitizer is not permitted in NARA research rooms. Researchers and NARA employees must always wash their hands with soap and water after applying hand sanitizer and before handling records. Signage has been placed throughout NARA facilities encouraging researchers and employees to wash their hands with soap and water frequently.

ii. NARA employees are required to wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each usage with disinfectant wipes. Researchers must sanitize their assigned tables, equipment (both personal and NARA equipment), and other areas they are in contact with before and

after their research. NARA will provide disposable gloves and disinfectant spray (70% isopropyl alcohol solution) for this purpose.

iii. All record material accessed by a researcher will be quarantined after use. Once returned by the researcher, records will be segregated from other records and all other reference materials for three calendar days. Records boxes or carts will be marked and time stamped to ensure staff know the records are quarantined.

7h. Research room safety plans. Each public research room must have a site-specific plan for safe operation documenting procedures for implementing and enforcing NARA workplace safety procedures, including physical distancing and contact tracing. Each plan will include a floorplan of the physical layout of the facility and visitor traffic flows from the facility entrance, through the research room, to the facility exit. Research room safety plans must be approved by the by COVID-19 coordination team prior to reopening to the public. The Archivist of the United States approves the public reopening of all NARA research rooms.