

---

## NARA Notice 2020-104: Guidelines for Eventual Reopening

---

Apr 24, 2020 7:56 AM



### Notice

**To:** All Employees.

**Attention supervisors:** If you have employees who do not have access to a computer, please ensure that those employees receive a copy of this notice. This includes employees on LWOP or paid leave.

---

This week the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) issued Memorandum M-20-23, Aligning Federal Agency Operations with the National Guidelines for Opening Up America Again.

This memorandum is not an order to reopen our buildings. Rather, it provides guidance for Federal agencies on resuming normal activities in a phased manner once certain “gating” requirements have been reached in a state or county. These gating requirements include 14-day downward trends in COVID-19 cases, the capacity of local healthcare to treat all patients without crisis care, and robust healthcare worker testing programs.

The memorandum outlines a three-phased approach that parallels the national guidelines. It covers gradual reentry to physical spaces, cleaning and disinfecting, social distancing, testing and contact tracing, health screenings, protections for vulnerable populations, and more.

NARA's leadership is evaluating the memorandum's guidelines to plan for implementation. This is a complex situation that will require detailed planning based on geographic location and the diversity of our work functions.

I know that you will have many questions. We do not have the answers right now but are working hard to plan for a safe reentry when the time comes. I will share more information as it becomes available.

I remain deeply committed to your health and safety and that of our visitors.

I am also extremely grateful to the NARA staff and contractors who have continued to enter our physical buildings to provide a variety of essential functions, such as cleaning, security, stack walk-throughs, and emergency requests. Thank you for your service to us all.

DAVID S. FERRIERO  
Archivist of the United States

---

**If you have questions about this notice, contact:**

Maria Carosa Stanwich, Chief of Staff  
maria.stanwich@nara.gov  
National Archives Building  
Room: 106  
Phone: 202-357-5420