
NARA Notice 2020-134: Phase I Reopening of Selected Facilities

Jun 24, 2020 12:51 PM



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.

I am pleased to announce that 19 NARA facilities have entered into Phase I of our Phased Reopening Plan. This week, NARA's Designated Officials, managers and supervisors, and facility managers at these facilities are preparing to reopen their facilities and begin Phase I on-site work functions. These NARA officials are checking building systems; implementing social distancing measures, including signs, floor markings, and space reconfigurations; and scheduling staff for on-site work. We will begin to return a limited number of staff to the work site no earlier than the week of June 29, and subject to conditions described below.

These facilities have met or will soon meet all of NARA's criteria necessary to enter Phase I reopening. All 19 facilities have procedures in place to protect employee safety and health, including procedures for cleaning, social distancing, health assessments, and contact tracing. State and local government movement control orders permit reopening, and the availability of dependent care and public transportation will not impede reopening. All facilities have defined on-site work functions and have confirmed that sufficient staff are available to report to the worksite. All facilities have personal protective equipment either on hand or on order.

Based on the local public health conditions and readiness of each facility, I have authorized the following facilities to enter Phase I reopening (sorted by state and city):

- Riverside Archives and Federal Records Center, Perris, CA
- San Bruno Archives and Federal Records Center, San Bruno, CA
- Ronald Reagan Presidential Library and Museum, Simi Valley, CA
- Richard Nixon Presidential Library and Museum, Yorba Linda, CA
- Office of the Federal Register, Washington, DC
- Chicago Archives and Federal Records Center, Chicago, IL
- Barack Obama Presidential Library, Hoffman Estates, IL
- Civilian Personnel Records Center, Valmeyer, IL
- Herbert Hoover Presidential Library and Museum, West Branch, IA
- Dwight D. Eisenhower Presidential Library and Museum, Abilene, KS
- Lenexa Federal Records Center, Lenexa, KS
- Gerald R. Ford Presidential Library, Ann Arbor, MI
- Gerald R. Ford Presidential Museum, Grand Rapids, MI
- Kansas City Federal Records Center (Subtropolis), Kansas City, MO
- National Archives at Kansas City, Kansas City, MO
- Lee's Summit Federal Records Center, Lee's Summit, MO
- National Personnel Records Center, Spanish Lake, MO
- Kingsridge Federal Records Center, Miamisburg, OH
- Dayton Federal Records Center, Moraine, OH

Not all of these facilities will be immediately open for staff to return. Staff will not be scheduled for on-site work until the facility has sufficient supplies of personal protective equipment (PPE). Many PPE items are still in short supply, and not all approved Phase I facilities have adequate stocks of protective equipment. Staff at these

facilities are asked to be patient: You should not expect to be contacted by your supervisor until PPE supplies have been received at your facility. Please do not return to the worksite until you are contacted by your supervisor and have scheduled your return.

We will further delay the return of staff to reopened facilities if local conditions change. All facilities approved to reopen are in jurisdictions where local public health conditions support NARA Phase I operations. We are monitoring public health metrics for all 19 reopened facilities and will delay reopening activities if there is a change in local conditions. We have already delayed the reopening of other NARA facilities (not listed here) that have satisfied NARA's reopening criteria but are in localities with increasing COVID-19 daily infection rates. We will continue to apply the same precautions to facilities after they reopen.

At this time, managers and supervisors at reopened facilities will only schedule staff for on-site work if they volunteer to return to the facility. On-site work will be scheduled in shifts of no more than six hours per day, with a flexible time band for arrival. Flexible time bands allow staff additional time to make personal arrangements, such as dependent care and transportation, and allow for staggered arrival times to support social distancing. Staff who are scheduled for a six-hour shift on-site are entitled to Weather and Safety Leave for the remainder of their duty day. Staff who are scheduled for less than six hours must telework the remainder of their duty day or, if they are not able to telework, may use Weather and Safety Leave. Staff who work six or fewer hours per day are not required to take a lunch break but may request to extend their work day by adding a 30-minute, unpaid meal period.

Staff who return to NARA facilities must wear face coverings and adhere to our national and local procedures for social distancing, health screening, and sanitizing work surfaces. All staff must call 187SOSNARA1 and listen to the recorded message on reopening safety before returning to the worksite. Staff must also complete "COVID 19: Returning to Work Safely" online training in the Learning Management System. If you are not able to take this training remotely, you must take this training when you return to the worksite. Please also be familiar with NARA's Phased Reopening Plan and review the resources on our COVID-19 Coronavirus Resources ICN page.

Please continue to take care of yourselves and each other. If you need assistance, please take advantage of the Employee Assistance Program (EAP). EAP services are free, confidential, and available to all NARA employees, supervisors, and family members. EAP counselors are available 24 hours a day, seven days a week, by telephone at 1-800-222-0364 (TTY 1-888-262-7848) or online at www.FOH4YOU.com. EAP information can also be found at the NARA@work EAP page.

Today's announcement is the first step in the phased reopening of NARA facilities. We will continue to take a deliberate pace and make decisions that prioritize the safety and health of our staff. We will continue to provide you with updates on the progress and status of reopening and will provide additional resources, as needed. Thank you for your resilience and flexibility as we begin the process of reopening our facilities and eventually restarting all NARA activities and functions.

DAVID S. FERRIERO
Archivist of the United States

If you have questions about this notice, contact:

Micah Cheatham, Chief of Management and Administration
micah.cheatham@nara.gov
National Archives at College Park
Room: 5200
Phone: 301-837-2992