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# NARA Notice 2020-138: Additional Phase I Reopenings and Delayed Reopening of California Facilities

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Jun 29, 2020



## 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 nine more NARA facilities have entered into Phase I of our [Phased Reopening Plan](#). These facilities have met or will soon meet all of the criteria necessary to enter into Phase I: procedures are in place for cleaning, social distancing, health assessments, and contact tracing; state and local government policies permit reopening; dependent care and public transportation limitations will not impede reopening; and sufficient staff are available to perform on-site Phase I work functions. All facilities have personal protective equipment (PPE) either on hand or on order.

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

- Denver Archives and Federal Records Center, Broomfield, CO
- John F. Kennedy Presidential Library and Museum, Boston, MA
- Pittsfield Federal Records Center, Pittsfield, MA
- Boston Archives and Federal Records Center, Waltham, MA
- National Archives at College Park, College Park, MD
- Washington National Records Center, Suitland, MD
- Franklin D. Roosevelt Presidential Library and Museum, Hyde Park, NY
- Philadelphia Archives and Federal Records Center, Philadelphia, PA
- Allegheny Ballistics Lab / Rocket Center, Rocket Center, WV

These facilities have been authorized to reopen according to the same procedure and with the same limitations announced in [NARA Notice 2020-134](#). Staff will not be scheduled to return to reopened facilities until sufficient supplies of personal protective equipment are available, and we will delay the reopening of any facility if local public health conditions change.

At most facilities, Designated Officials, managers and supervisors, and Facility Managers will be recalled this week to prepare the facilities for occupancy, and Phase I staff will not be scheduled for on-site work before July 6. At College Park, due to the size of the facility, Business Support Services staff will be recalled this week to prepare the facility, select managers and supervisors will be recalled the week of July 6, and Phase I staff will be scheduled to return to the facility no earlier than July 13. Please do not return to the worksite until you are contacted by your supervisor and have scheduled your return.

At this time, I have delayed the reopening of our facilities in California, originally announced in [NARA Notice 2020-134](#). Last week, the State of California experienced a sudden, unexpected increase in COVID-19 cases, hospitalizations, and deaths. This spike in COVID-19 metrics impacted all California counties with NARA facilities. As a result, I have suspended the reopening of the Reagan and Nixon Libraries and the archives and Federal Records Centers at San Bruno and Riverside. We will continue to monitor local public health metrics and will reconsider the suspension of these reopenings when conditions improve.

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 24/7 at 1-800-222-0364 (TTY 1-888-262-7848) or online at [www.FOH4YOU.com](http://www.FOH4YOU.com). EAP information can also be found at the [NARA@work](mailto:NARA@work) EAP page.

The decisions announced today demonstrate that we will continue to reopen our facilities in a careful and deliberate manner. We are monitoring local conditions, and we will continue to make reopening decisions on a facility-by-facility basis and in a manner that prioritizes the safety and health of our staff. Thank you for your resilience and flexibility as we continue the process of reopening our facilities and the eventual return of all NARA activities and functions.

DAVID S. FERRIERO  
Archivist of the United States

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

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