
NARA Notice 2020-154: Phase I Reopenings of Archives I and Truman Presidential Library

Jul 23, 2020 12:10 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 two more NARA facilities have entered into Phase I of our Phased Reopening Plan. Based on the local public health conditions and the readiness of each facility, I have authorized the National Archives at Washington, DC (Archives I) and the Harry S. Truman Presidential Library and Museum to enter Phase I reopening.

Both 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. Both facilities have personal protective equipment (PPE) either on hand or on order.

These facilities have been authorized to reopen according to the same procedures and limitations announced in NARA Notice 2020-134. Staff will not be scheduled to return to reopened facilities until sufficient supplies of PPE are available, and we will delay the reopening of any facility if local public health conditions change. Staff at all reopening 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.

At the Truman Library, Designated Officials, managers and supervisors, and Facility Managers will be recalled next week to prepare the facilities for occupancy, and Phase I staff will not be scheduled for on-site work before August 3. At the National Archives at Washington, DC, due to the size of the facility, Business Support Services staff have been recalled this week to prepare the facility, select managers and supervisors will be recalled the week of July 27, and Phase I staff will be scheduled to return to the facility no earlier than August 3. Please do not return to the worksite until you are contacted by your supervisor and have scheduled your return.

With today's notice, I have authorized a total of 26 NARA facilities to enter into Phase I reopening. All of these facilities have met our criteria for safe reopening and are located in jurisdictions where public health conditions support reopening. I will continue to delay the reopening of our facilities in locations where public health conditions do not support it. I have delayed Phase I reopening at our facilities in Arkansas, California, Georgia, Texas, and Washington State. We will continue to monitor local public health metrics, and I will consider reopening these facilities when conditions improve. I have also delayed reopening the National Archives at New York City to ensure our actions are coordinated with the other Federal agencies that share our building there.

Whether your facility is reopening or not, 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. EAP information can also be found at the NARA@work EAP page.

Today, we are continuing our efforts to reopen our facilities where it is safe and appropriate. We will continue to make reopening decisions based on local conditions and to prioritize the health of our staff. Thank you for your resilience and flexibility as we carefully reopen our facilities and prepare for the eventual return of all NARA activities and functions.

DAVID S. FERRIERO
Archivist of the United States

If you have questions about this notice, contact:

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