
NARA Notice 2020-191: Phase Two Reopening of Selected Facilities

Mon, Sep 28, 2020



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 six NARA facilities have entered into Phase Two of our [Phased Reopening Plan](#). The Designated Official at each facility has confirmed that her or his facility satisfies all five of our Phase Two facility readiness criteria and has prepared a written plan that demonstrates readiness to progress to Phase Two. Local public health conditions for all six facilities support progression to the next phase of reopening.

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

- Denver Archives and Federal Records Center, Broomfield, CO
- Chicago Archives and Federal Records Center, Chicago, IL (including auxiliary storage at Great Lakes Naval Station)
- Washington National Records Center, Suitland, MD
- Boston Archives and Federal Records Center, Waltham, MA
- Kingsridge Federal Records Center, Miamisburg, OH
- Dayton Federal Records Center, Moraine, OH (including auxiliary storage at Fairfield, OH)

All six facilities have met our criteria to enter into Phase Two: local public health conditions support reopening; state and local government policies permit reopening; sufficient staff are available; the facility has sufficient supplies of Personal Protective Equipment (PPE); and procedures are in place for safely performing Phase Two work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

In Phase Two, managers and supervisors will continue to schedule staff for on-site work only 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 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 are scheduled to work on-site for six hours are entitled to two hours of weather and safety leave on days they work on-site. Staff who are scheduled for less than six hours of on-site work are entitled to two hours of weather and safety leave but must telework the remainder of their work schedule or, if they are not able to telework, may use weather and safety leave. Similarly, staff whose work schedule requires the employee to work more than eight hours per day can work on-site for no more than six hours per day, may take up to two hours of weather and safety leave, and must telework the remainder of their work schedule or, if they are not able to telework, may use weather and safety leave.

Staff who volunteer to return to perform on-site work may be asked to perform responsibilities that are different from the employee's regularly assigned duties. We will continue to limit the number of employees allowed in each facility in Phase Two, and work that can be performed off-site will be done remotely as much as possible. As a result, employees who volunteer to return to the worksite should be prepared to perform a variety of tasks or activities that may not necessarily

be included in their normal duties and responsibilities.

Each facility will slowly increase the number of daily occupants to the higher levels permitted in Phase Two. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return. These facilities will not operate at the full Phase Two staffing levels before October 5.

Staff who return to NARA facilities must wear face coverings and adhere to our national and local procedures for [sanitizing work surfaces](#), [social distancing](#), [health screening](#), and [contact tracing](#). 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 [NARA Learning Center](#). 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 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's announcement is the next step in our phased reopening of NARA facilities. We will continue to take a deliberate pace to reopening and prioritize the health and safety of our staff. We hope to recommend more facilities to progress to Phase Two next week. We will monitor local public health metrics at all NARA facilities and will reopen or close additional facilities when local conditions require a change in NARA's operating status.

Thank you for your patience and flexibility as we carefully reopen our facilities and restore our mission functions and operations.

DAVID S. FERRIERO
Archivist of the United States

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