
NARA Notice 2021-006: Phase Two Reopening of the National Archives at Washington, DC, and Limited Reopening of the Rotunda

Wed, Oct 7, 2020 at 11:20 AM



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 the National Archives Building in Washington, DC, has entered into Phase Two of our [Phased Reopening Plan](#). I have authorized Phase Two reopening based on local public health conditions in the Washington, DC, metropolitan area and because the facility has satisfied all of our other criteria to enter into Phase Two: 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.

As a part of our Phase Two reopening, we will begin a limited public reopening of the Rotunda. Beginning this Saturday, October 10, we will open the Rotunda to the public for four hours per week, from 10 a.m. to 2 p.m. on Saturdays only. The rest of the National Archives Museum will remain closed at this time. We will use timed ticketing to control the pace of visitor arrivals and limit the total number of daily visitors. Tickets will be required for entry and are available through [recreation.gov](https://www.recreation.gov) (please use Internet Explorer for optimal performance).

We have established a large number of controls to protect our security officers and ensure our visitors have a safe experience. Most importantly, we will limit the maximum occupancy of our public space to no more than 50 concurrent visitors. Visitors will be required to check their temperature before visiting, wear face coverings for the duration of their visit, and practice social distancing while inside our facility. We have placed stanchions and floor markings throughout the public space to help visitors maintain social distancing. We have established contact tracing procedures to notify visitors and the security force if a visitor later reports a COVID-19 diagnosis. Staff and volunteers will not interact with visitors during this limited reopening.

The public reopening of the Rotunda is a significant step in NARA's phased reopening. The Rotunda provides public access to the founding documents of the United States, the Charters of Freedom, so that any citizen can inspect these documents and know their rights. The public display of the Charters of Freedom is a core precept of American democracy and reopening the display is a significant milestone in our careful and deliberate return to normal operations.

The reopening of the Rotunda will also serve as a model for future reopenings at other NARA museums and exhibits. We will carefully monitor the effectiveness of our new protocols and will make adjustments as needed. As we develop more experience operating exhibits in a post-COVID environment, we will consider expanding the Rotunda opening hours and additional, limited openings at other NARA museums.

The reopening of the staff side will proceed according to all of the procedures and limitations for Phase Two reopening announced in [NARA Notice 2020-191](#). The facility will not operate at the full Phase Two staffing levels before October 14. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

If you need support or assistance coping with the stress of the pandemic, 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 brings us to 17 facilities authorized to enter into Phase Two reopening, 18 facilities in Phase One, and five facilities closed. We will continue to 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

If you have questions about this notice, contact:

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