

---

## NARA Notice 2021-096: Phase One Reopening of Five NARA Facilities

---

Mon, Mar 8, 2021



**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 five NARA facilities have progressed to Phase One of our [Phased Reopening Plan](#). Based on local public health conditions and the readiness of each facility, I have authorized the Phase One reopening of the San Francisco Archives and Federal Records Center (FRC) at San Bruno, CA; the Dwight D. Eisenhower Presidential Library at Abilene, KS; the National Personnel Records Center (NPRC) facility at St. Louis, MO; and the Dayton and Kingsridge FRCs in Dayton, OH.

All five facilities have met NARA's criteria to enter into Phase One: local public health conditions support reopening; sufficient staff are available to perform on-site work functions; the facility has sufficient supplies of Personal Protective Equipment (PPE); and procedures are in place for safely performing Phase One work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

Last week, the local jurisdiction for San Bruno (San Mateo County, CA) realized 153 new cases per 100,000 population and a positivity rate of less than 1.5 percent over the previous 14 days. Dickinson County, KS, home of the Eisenhower Library, reported 80 new cases per 100,000 population and a positivity rate under 5 percent over the same period. The NPRC (in St. Louis County, MO) realized 195 new cases per 100,000 population and a positivity rate of approximately 5.5 percent. Montgomery County, OH, home of both the Dayton and Kingsridge FRCs, saw 166 new cases per 100,000 population and under 5 percent positivity. All four counties' metrics fall within NARA's targets for safe reopening of 200 new cases per 100,000 and 10 percent positivity over the last 14 days.

These facilities will progress to Phase One according to the procedures announced in [NARA Notice 2021-089](#). These facilities will not operate at the full Phase One staffing levels before March 15. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

Seven additional NARA facilities meet our targets for local public conditions this week but will not be reopening. As described in [NARA Notice 2021-092](#), our reopening metrics depend on robust COVID-19 testing in the jurisdictions where our facilities are located. When the number of total tests drops unexpectedly, this may cause the total number of new cases and test positivity to be underreported. NARA may delay reopening of facilities that otherwise meet our standards if we believe that local public health metrics could be underreported in a jurisdiction. The following NARA facilities reported total COVID-19 tests that were at least 25 percent lower than baseline testing and will not reopen this week: Riverside Archives and FRC; Kansas City Archives; the FRCs at Subtropolis and Lee's Summit; and the Nixon, Truman, and Johnson Presidential Libraries. We will continue to monitor local public health metrics at these sites and review additional data sources before making a reopening decision at these locations.

Please take care of yourselves and each other. 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](http://www.FOH4YOU.com). EAP information can also be found at the [NARA@work](mailto:NARA@work) EAP page.

Today's announcement brings us to four facilities in Phase Two reopening, 13 facilities in Phase One, and 23 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 begin to restore our mission functions and operations.

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](mailto:micah.cheatham@nara.gov)  
Room: 5200  
National Archives at College Park  
Phone: 301-837-2992