
NARA Notice 2021-106: Reopening Progression of Nine NARA Facilities

Mon, Mar 22, 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 four NARA facilities have progressed to Phase Two of our [Phased Reopening Plan](#). I have authorized the Phase Two reopening of the Archives and Federal Records Centers (FRC) at Chicago, IL, and Seattle, WA, the Barack Obama Library in Hoffman Estates, IL, and the Allegheny Ballistics Laboratory (ABL) / Rocket Center in Keyser, WV. All four facilities have demonstrated readiness to progress to Phase Two and have completed at least three consecutive weeks in Phase One and with local public health metrics that satisfy our reopening standard.

An additional five NARA facilities have progressed to Phase One this week. Based on local public health conditions and the readiness of each facility, I have authorized the Phase One reopening of the Riverside Archives and Federal Records Center at Perris, CA, the Ronald Reagan Presidential Library in Simi Valley, CA, the Richard Nixon Library in Yorba Linda, CA, the Civilian Personnel Records Center in Valmeyer, IL, and the Lenexa, KS, FRC.

All facilities have met NARA's criteria to progress to the appropriate Phase of reopening: 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 on-site work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

All facilities are located in counties with local public health metrics below NARA's targets for safe reopening of 200 new cases per 100,000 population and 10 percent positivity over the last 14 days. New case and positivity data for each NARA facility will be posted later today to the [ICN COVID-19 Coronavirus Resources page](#).

These facilities will progress to Phase One or Phase Two, as appropriate, according to the procedures announced in [NARA Notice 2021-089](#). These facilities will not operate at the full Phase One or Phase Two staffing level before March 29. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

This week, the Clinton and Johnson Libraries met our targets for local public conditions but will not be reopening. Pulaski County, AR, (home of the Clinton Library) has not met NARA local public health conditions since March 2020. Due to the extended period of high community transmission in the area, we have elected to keep the facility closed until we are certain that local public health conditions have improved. Similarly, we will keep the Johnson Library closed until we are more confident that the local public health metrics will remain under our standard for reopening. 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. EAP information can also be found at the [NARA@work EAP page](#).

Today is the first time we have progressed a NARA facility to Phase Two since November 2020. We now have eight facilities in Phase Two reopening, 18 facilities in Phase One, and 14 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. We will continue to exercise caution in our reopening decisions and will turn to additional data sources when needed to ensure the safety of our staff.

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:

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