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## NARA Notice 2021-141: Phase One Reopening of the New York Archives

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Mon, May 10, 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.

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I am pleased to announce that the National Archives at New York City, NY, has progressed to Phase One of our [Phased Reopening Plan](#).

The New York Archives has met NARA's criteria to progress to Phase One 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.

The New York Archives is located in New York County, NY, which has 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 [here](#).

The New York Archives will progress to Phase One according to the procedures announced in [NARA Notice 2021-089](#). The Archives will not operate at Phase One staffing levels before May 17. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

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 EAP page](mailto:NARA@work).

As of today, 31 NARA facilities are in some stage of reopening. Twenty-five facilities are in Phase Two reopening; six facilities are in Phase One; and nine facilities remain 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

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**If you have questions about this notice, contact:**

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