
NARA Notice 2021-169: Phase Two Progression of the Roosevelt Library

Mon, June 21, 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 the Franklin D. Roosevelt Presidential Library and Museum in Hyde Park, NY, has progressed to Phase Two reopening within our [Phased Reopening Plan](#). The library has demonstrated readiness to progress to Phase Two and has completed three consecutive weeks in Phase One and with local public health metrics that satisfy our reopening standard. The library will return to Phase Two staffing levels no earlier than June 28.

The Roosevelt Library has met NARA's progression criteria: 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, physical distancing, health assessments, and contact tracing.

The library is located in Dutchess 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 all NARA facilities will be posted later today to the ICN COVID-19 Coronavirus Resources page [here](#).

The library will progress to Phase Two according to the progression procedures announced in [NARA Notice 2021-089](#). 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. EAP information can also be found at the [NARA@work EAP page](#).

As of today, all 40 of NARA's facilities are in some stage of reopening. Thirty-seven facilities are in Phase Two reopening and three facilities are in Phase One. 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:

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