
NARA Notice 2022-004: Updated NARA Reentry and Post-Reentry Plan

Fri, October 1, 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.

As announced in [NARA Notice 2021-233](#), NARA will resume reentry activities on October 18, 2021. This message communicates additional details to support reentry planning and shares detailed guidance in the attached update to our Reentry and Post-Reentry Plan.

The guidance provided below and in the attached Reentry and Post-Reentry Plan does not address the forthcoming COVID-19 vaccine mandate. As announced in [NARA Notice 2021-232](#), all NARA employees must be fully vaccinated for COVID-19 by November 22, 2021. We will issue additional guidance as we approach the implementation date, and we will update our Reentry and Post-Reentry Plan as needed. The following and attached guidance is effective from October 18 until it is updated based on future guidance.

Beginning October 18, NARA will make decisions on COVID-19 workplace safety procedures based on the four COVID-19 transmission levels used by the Centers for Disease Control and Prevention (CDC). NARA will no longer use the system of phased reopening we first announced in [June 2020](#). Instead, we have established workplace safety procedures that must be enacted at facilities in each of the four COVID-19 transmission levels: high, substantial, moderate, and low. CDC transmission levels are based on the number of new cases per 100,000 population and the percent of positive COVID-19 test results over the past seven days. If a county experiences metrics associated with different transmission levels, the higher metric determines the transmission level. For example, if a county experiences high new cases and moderate positivity, the county's transmission level is high.

On October 18, any NARA facility that is in a county experiencing high transmission levels will increase staff occupancy up to 25 percent of normal (pre-COVID) occupancy levels. In high transmission areas, telework is strongly encouraged and staff who are needed for work that must be done on-site will continue to report to the facility on a voluntary basis. Employees who work on-site for at least 24 hours per pay period will qualify for incentive payments. Employees will be permitted to work on-site for more than six hours per day and more than 40 hours per pay period; however, NARA may restrict employees' on-site hours if local leadership cannot maintain appropriate supervision due to other COVID-19 workplace safety measures. In areas of high transmission, employees are entitled to up to two hours of weather and safety leave on any days that they work on-site if their on-site work hours are restricted due to a lack of supervisory staff.

Any facility that is located in a county experiencing substantial, moderate, or low transmission levels on or after October 18 will be able to expand building occupancy, on-site work functions, and public-facing activities to the levels associated with local transmission levels in the attached Reentry and Post-Reentry Plan. A facility must experience local public health conditions associated with a lower transmission level for a minimum of three consecutive weeks before progressing to the lower transmission level. A facility that experiences local public health conditions associated with a higher transmission level may be regressed immediately. Facility progression and regression decisions are made by the Archivist of the United States and will be announced in weekly NARA Notices, following our current practice.

We will no longer restrict staff occupancy levels in facilities in substantial, moderate, or low transmission areas. Staff who are needed for on-site work at these facilities may be required to return to the workplace, except where an employee has an informal accommodation or reasonable accommodation that keeps an employee out of the facility. Staff will no longer be eligible for incentive awards for on-site work at these facilities. Employees will be permitted to work on-site for more

than six hours per day and more than 40 hours per pay period. Facilities will gradually reopen their public-facing activities, including museum exhibits, research rooms, and public programs, as local public health conditions improve. Expanded telework is still encouraged for all staff.

The only exceptions to our new occupancy limits are the National Personnel Records Center (NPRC) facility at [1 Archives Drive](#) and the temporary NPRC space at the Charles F. Prevedel Federal Building in St. Louis, MO. These facilities are already operating at occupancy levels up to 25 percent of pre-pandemic levels and will increase up to 45 percent of pre-pandemic levels beginning October 18. These facilities will be occupied at higher levels because the CDC's National Institute of Occupational Safety and Health (NIOSH) has determined they can be safely occupied at up to 45 percent, and NARA has deployed additional air filtration units to increase air circulation within the workspace at both buildings.

At all facilities, employees will continue to have expanded access to telework and flexible work schedules, as announced in [NARA Notice 2021-185](#). All NARA positions are eligible for recurring telework, and staff may request up to five days per week of telework. Employees must still meet the individual eligibility requirements in NARA 332, Telework program. Employees may request informal accommodations under NARA 332 for full-time telework on a temporary basis, if they meet the requirements in NARA Notice 2021-185. All informal accommodations under NARA 332 that were previously granted remain in effect through their expiration date. All permanent, General Schedule (GS) employees, regardless of grade, are eligible for a Maxiflex work schedule. Requests for telework and work schedule changes are subject to supervisory approval and decisions will be based on legitimate business needs.

We are changing our workplace safety procedures because our [COVID-19 testing program](#) and the upcoming [COVID-19 vaccine mandate](#) provide us with greater assurance that we can maintain workplace safety with higher occupancy levels. Our testing program allows us to continuously monitor the workplace for COVID-19 activity at all facilities and adjust our workplace safety practices based on the data. We will continue to require all staff to wear face coverings in areas of high or substantial transmission, and employees who are not fully vaccinated or who do not disclose their vaccination status will be required to wear face coverings, maintain social distancing, and provide weekly COVID-19 test results at all transmission levels. We will continue to require daily health assessments for all staff, contractors, and visitors who enter our facilities; we will continue to provide contact tracing; and we will maintain enhanced cleaning procedures. We will continue to monitor local public health conditions and adjust workplace safety procedures as needed, based on local conditions.

I continue to urge all NARA employees and contractors to obtain the COVID-19 vaccine. Today, almost 82 percent of NARA employees have attested that they are fully vaccinated. COVID-19 vaccines are a safe and effective way to protect yourself and others from COVID-19. For more information on the benefits of COVID-19 vaccination, please visit the CDC webpage, "[Benefits of getting a COVID-19 vaccine](#)." If you need help finding a vaccination provider, visit [vaccines.gov](#) or the CDC web page, "[How do I find a COVID-19 vaccine?](#)"

Please take care of yourselves and each other. If you need support or assistance during this time, 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](#).

Thank you for your flexibility and cooperation.

DAVID S. FERRIERO
Archivist of the United States

Attachments:
[NARA Reentry and Post-Reentry Plan](#)

If you have questions about this notice, contact:

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