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## NARA Notice 2022-098: NARA Resumes Reentry Beginning March 14; Full Reentry Begins March 28

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Monday, March 7, 2022



### Notice

**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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Beginning Monday, March 14, 2022, all NARA facilities will lift occupancy limits for staff and museum visitors. Staff at facilities that have not already started mandatory recalls will be permitted to return to on-site work on a voluntary basis. NARA public research rooms that are not already open to the public will reopen for up to two days per week, to the extent that staff are available to safely operate research rooms at each facility.

Beginning Monday, March 28, 2022, supervisors at all facilities are authorized to require staff to return to the facility if they are needed to perform work that must be performed on site. All research rooms and museum exhibits will reopen to the public without limits on days and hours of operation. Staff will be encouraged—but not required—to wipe down common equipment before and after use. NARA will continue to provide disinfectant wipes for this purpose after March 28.

Effective immediately, NARA will follow guidance on community levels from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [White House Safer Federal Workforce Task Force](#) for face coverings and COVID-19 testing only. The CDC will issue updated local public health data by community level each week, on Thursday afternoon. NARA Designated Officials for each facility will apply the following policies on face coverings and COVID-19 testing by the following Monday, according to the community level for their facility:

- In NARA facilities in counties with a HIGH community level: Face coverings are required for all facility occupants (including members of the public). COVID-19 testing is required for all employees, contractors, and visitors (other than museum visitors) who are not fully vaccinated or do not disclose their vaccination status, according to [NARA COVID-19 testing procedures](#).
- In NARA facilities in counties with a MEDIUM community level: Face coverings are permitted but are not required for facility occupants, regardless of vaccination status. COVID-19 testing is required for all employees, contractors, and visitors (other than museum visitors) who are not fully vaccinated or do not disclose their vaccination status, according to existing testing procedures.
- In NARA facilities in counties with a LOW community level: Face coverings are permitted but not required. COVID-19 testing is not required for facility access, regardless of vaccination status.

New NARA policy for face coverings and COVID-19 testing by community level is effective immediately and is being implemented by Designated Officials today. There is no change in NARA policy on physical distancing: All occupants of NARA facilities are required to maintain six feet of physical distancing at all times in all community levels. All occupants of facilities in MEDIUM and LOW community levels are encouraged to continue to wear face coverings if they choose. Employees who have an approved religious or reasonable accommodation for an exception to the vaccine mandate that requires face coverings and testing will not be required to wear a face covering in MEDIUM and LOW community levels and will not be required to provide COVID-19 test results in LOW community levels.

Beginning March 28, 2022, NARA will adopt the new CDC community levels for all workplace safety measures in all facilities. The attached Reentry Plan, dated March 28, 2022, describes the new COVID-19 workplace safety measures.

- Beginning March 28, 2022, NARA will no longer regulate facility occupancy based on local public health conditions. Staff will be required to report to the facility when needed for on-site work, and staff will be permitted to telework on an expanded basis, up to five days per week, when they are not needed on site. NARA will continue to honor [informal accommodations under NARA 332](#), allowing temporary telework for employees who meet certain COVID-related conditions, through July 7, 2022.
- After March 28, 2022, NARA will implement the following workplace safety measures, based on community levels:
  - In HIGH community levels: Face coverings and COVID-19 testing are required. In-person meetings are not permitted in NARA facilities and occupancy limits will be established for small, enclosed, interior spaces, such as break rooms, restrooms, and elevators. Nonessential official business travel is prohibited. On-site public programs and volunteer programs are suspended. Museum stores, on-site ticketing, and food service are closed. Six-foot physical distancing is required.
  - In MEDIUM community levels: Face coverings are permitted but not required. COVID-19 testing remains required. In-person meetings are permitted in NARA facilities and occupancy limits may be lifted for small, enclosed, interior spaces. Nonessential official business travel may resume with some limitations. On-site public programs may resume (although virtual programs are encouraged) but other, on-site volunteer programs will remain suspended. Museum stores, on-site ticketing, and food service may resume operations. Six-foot physical distancing is required.
  - In LOW community levels: Face coverings are permitted but not required. COVID-19 testing is not required. In-person meetings are permitted with no interior occupancy limits. Nonessential official business travel may resume with some limitations. On-site public programs and all on-site volunteer programs may resume. Six-foot physical distancing is required.

The changes announced today reflect the latest guidance from the CDC, which is based on the scientific community's evolving understanding of the COVID-19 virus and the pandemic. The CDC has explained that their new guidance is based on high vaccination rates across the country and the growing availability of a wide range of treatments for COVID-19 disease. The CDC has also made it clear that the relaxation of rules for face coverings and testing are contingent on other workplace safety measures remaining in place, including increased ventilation of indoor space.

NARA has prioritized employee health and safety throughout the COVID-19 pandemic. I want to take this opportunity to thank all NARA staff for the part you have played—and will continue to play—in maintaining safe workplaces in NARA facilities. As we relax our workplace safety measures and return to more normal operations, it is more important than ever that all NARA employees continue to follow the remaining workplace safety measures that are still in place.

Most importantly, please continue to respect the personal health choices of your coworkers. Not everyone will be ready to stop wearing a face covering or attend in-person meetings just because a facility is in medium or low community levels. Many individuals may be required to continue to wear face coverings or take other measures due to health conditions or protected disabilities. All NARA employees, contractors, and visitors must be permitted to continue to wear face coverings and take other personal safety measures without fear of intimidation or harassment. As we return to NARA facilities across the country, please continue to treat each other with civility and empathy.

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](http://www.FOH4YOU.com). EAP information can also be found at the [NARA@work EAP page](#).

Attached to this Notice are updates to [COVID-19 Fact Sheet #2, Face coverings and physical distancing](#) and [COVID-19 Fact Sheet #12, Vaccine documentation and COVID-19 testing program](#), which are necessary to implement the changes that are effective immediately. We will issue additional updates in a future NARA notice with policy changes necessary to fully implement CDC community levels by March 28.

Thank you for your flexibility and continued cooperation.

DAVID S. FERRIERO  
Archivist of the United States

Attachments:

[Updated NARA Reentry and Post-Reentry Plan, dated March 28, 2022](#)  
[COVID-19 Fact Sheet #2, Face coverings and physical distancing](#)  
[COVID-19 Fact Sheet #12, Vaccine documentation and COVID-19 testing program](#)

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

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