Physical Distancing Procedures

Updated May 14, 2021

	Mandatory Procedures	Additional Protective Measures
Employees	• **Unvaccinated persons must wear appropriate face coverings** (no valve or vent) **over their nose and mouth at all times in NARA facilities**, except when alone in a closed office, alone in stack space, or when eating or drinking alone. • **Unvaccinated persons must wear masks on NARA grounds when physical distancing is not possible.** • **All employees must remain at least 6 feet apart and avoid gatherings except when absolutely necessary**.	• NARA will provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members. • All staff are strongly encouraged to wear face coverings and gloves while in our facilities. Please dispose of face coverings and gloves properly after use. • Staff may use their own face coverings, provided they do not have offensive words, images, or logos.
Physical Environment	• **Staff must wipe down door handles, copiers, ladders, streamliners, and other common equipment before and after each usage with disinfectant wipes**. • Stay to the right in hallways, aisles, stairwells, and other narrow spaces. Maintain 6-foot distancing if possible. • All meetings and conferences must be held virtually, including for on-site staff. • No more than two individuals are permitted in an elevator at one time. • No more than two people are permitted in a restroom at one time. If a restroom is occupied, please wait outside. Please be respectful of others who are waiting.	• Floor markings may be added to narrow spaces and intersections to provide for a smooth flow of traffic. • Conference rooms may remain open if needed to enhance phsyical distancing but must not be used for meetings or gatherings. • Most common areas will be closed or will remain open only for through traffic. Larger seating areas and outdoor space may remain open if physical distancing can be maintained. Fitness centers and gyms are closed until further notice. • Exit screening of employees and contractors is temporarily suspended.
If you feel ill…	• **Do not come to work if you feel sick.** • If you experience COVID-19 symptoms or any other illness while at work, seek medical care immediately.	• If a staff member becomes ill, NARA will close and clean any areas where the person worked in the past 14 days. Any boxes she or he handled will be closed/unavailable to staff for 3 days.