

National Archives and Records Administration
Workplace Safety Plan for Respiratory Viral Illnesses
May 6, 2024

The National Archives and Records Administration (NARA) is committed to providing a workplace and work practices that protect the safety and health of NARA employees, contractors, and visitors. NARA's workplace safety plan documents agency protocols to prevent the spread of respiratory viral illnesses, including COVID-19, flu, and respiratory syncytial virus (RSV). NARA's workplace safety plan is based on the Centers for Disease Control and Prevention (CDC) [core prevention strategies to prevent the spread of respiratory viral illnesses](#).

Personal protective measures.

- Employees must stay home if they are sick.
- Employees must always use sick leave or other (paid or unpaid) leave:
 - To stay home if they are sick;
 - To seek testing for respiratory viruses; or
 - To recover from side effects from any vaccination.
- If an employee must stay home to care for a sick family member, they may use sick leave, other (paid or unpaid) leave, or may request temporary telework flexibilities (provided in NARA 332, Telework program).
- Employees may use up to four hours of administrative leave per dose to obtain a COVID-19 vaccine. Vaccine-related administrative leave is available only for the amount of time necessary to travel to the vaccination site, obtain a vaccine dose, and return to the work site.
- Employees, contractors, and visitors are permitted to wear face coverings on a voluntary basis while in our facilities.

Ventilation and air filtration.

- Air filters serving offices and public areas are MERV 13 or better.
- Outside air dampers have been opened to the maximum extent feasible while maintaining temperature and humidity standards for safe records storage.
- Air handlers have been set to operate at 100% capacity during the day to increase air turnover in the building.
- NARA facilities have portable high-efficiency particulate air (HEPA) filtration units available for use when needed. NARA uses portable HEPA filters in spaces with poor ventilation or where crowding cannot be avoided.

Hygiene.

- All NARA facilities are equipped with soap, water, and a way to dry hands (i.e. paper towels or a hand dryer).

- Hand sanitizer stations are available for staff, contractors, and visitors at the facility entrance, near restrooms and elevators, and the facility exit.
 - Personal hand sanitizer is not permitted in NARA research rooms. Researchers and NARA employees must not handle records after using hand sanitizer: Always wash your hands with soap and water after applying hand sanitizer if you will handle records.
- Frequently touched surfaces, such as countertops, handrails, and doorknobs are cleaned regularly.

Organizational readiness.

- Designated Officials at every NARA facility maintain and update, as needed, facility-level COVID-19 workplace safety plans so that they are available for use if needed in the future.