
NARA Notice 2020-132: NARA Phased Reopening Plan

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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.

The purpose of this message is to share NARA's plan for the phased reopening of our facilities. We are sharing this plan so that you know the precautions we have taken and the changes we have made in order to keep staff safe and healthy in the workplace. The health and safety of our workforce is our top priority, and we will continue to prioritize your safety throughout the reopening process. We want all NARA staff to feel secure when you return to work and we want to ensure that you are familiar with the new procedures that all staff must follow to protect your health and the health of your coworkers.

NARA will gradually reopen our facilities, in phases. We will begin the reopening process with a very limited number of employees at the worksite each day, and a limited number of activities occurring on-site. As public health conditions improve – and as we implement additional controls to protect staff – we will begin to expand the number of employees permitted on-site and restart additional functions and activities. We do not know how long it will take to progress through each phase, but we expect the entire reopening procedure will take several months.

We will make reopening decisions on a facility-by-facility basis. We recognize that different parts of the country are experiencing the pandemic differently. Our goal is to ensure that conditions are safe for our staff *in the local community* before reopening a facility. We are monitoring local public health conditions and Movement Control Orders (MCO, i.e. stay-at-home or shelter-in-place orders), and coordinating with NARA Designated Officials at each facility. We will not reopen a facility until local public health conditions allow us to safely return to work.

We have established 10 objective criteria to determine when our facilities are safe to reopen. Our criteria, described in the attached plan, focus on staff safety. Five of the 10 criteria relate to our ability to protect staff at work (personal protective equipment, cleaning, social distancing, health assessments, and contact tracing). Four additional criteria ensure that conditions in the local community allow staff to safely return to the workplace (State MCOs, local government MCOs, availability of dependent care, and availability of public transportation). The final criterion ensures that we have defined on-site work functions and that sufficient staff are available to report to the worksite.

The on-site work functions that we will restart in Phase One were determined based on risk and agency need. NARA Executives and program managers have carefully reviewed all NARA work functions and activities to assess the risk of COVID-19 exposure to our staff, contractors, and visitors. We have established additional mitigating controls to reduce the intensity and number of personal contacts necessary to perform key activities that must be performed on-site. All of our Phase One on-site work functions were assessed as “low risk,” either because they normally require little personal contact or because we have established new procedures in order to reduce the risk. We are not able to restart all low risk work functions in Phase One because of the limited number of on-site staff available in Phase One, but we will expand on-site operations as we progress through our phased reopening.

We have established a number of new procedures that will help protect staff when we return to the workplace. I encourage you to review the key elements of our procedures that we have highlighted in the attached plan and click on the links at the end of the document to review the detailed procedures. Before returning to work, please

call 187SOSNARA1 to hear a recorded message providing basic information on reopening safety. Please also complete our new online training available in the NARA Learning Center, "COVID 19: Returning to Work Safely." If you are not able to take this training remotely, you will be required to take this training when you return to the worksite. Please do not return to the worksite until you are contacted by your supervisor and have scheduled your return.

Finally, please continue to take care of yourselves and each other. The pandemic and the resulting quarantine have been physically and emotionally demanding on all of us. If you need 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.

NARA will reopen our facilities in a controlled manner and at a careful pace. Employee health and safety are our top priority. I hope that our phased reopening plan provides you with some assurance and relieves some of the stress or anxiety that might come from reopening. Thank you for your resilience and flexibility during this unprecedented period of uncertainty and disruption. I look forward to the eventual return of all of our staff and functions.

DAVID S. FERRIERO
Archivist of the United States

Attachment:
NARA Phased Reopening Plan

If you have questions about this notice, contact:

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