
NARA Notice 2021-117: Phase Two Reopening of Four Facilities; Closure of Two Facilities

Mon, Apr 12, 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.

I am pleased to announce that four NARA facilities have progressed to Phase Two of our [Phased Reopening Plan](#). I have authorized the Phase Two reopening of the Riverside Archives and Federal Records Center (FRC) in Perris, CA; the Ronald Reagan Presidential Library in Simi Valley, CA; the Richard Nixon Library in Yorba Linda, CA; and the Lenexa, KS, FRC. All four facilities have demonstrated readiness to progress to Phase Two and have completed at least three consecutive weeks in Phase One, with local public health metrics that satisfy our reopening standard.

All four facilities have met NARA's criteria to progress to Phase Two of reopening: local public health conditions support reopening; sufficient staff are available to perform on-site work functions; the facility has sufficient supplies of Personal Protective Equipment (PPE); and procedures are in place for safely performing on-site work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

All facilities are located in counties with local public health metrics below NARA's targets for safe reopening of 200 new cases per 100,000 population and 10 percent positivity over the last 14 days. New case and positivity data for each NARA facility will be posted later today to the ICN COVID-19 Coronavirus Resources page [here](#).

These facilities will progress to Phase Two according to the procedures announced in [NARA Notice 2021-089](#). These facilities will not operate at the full Phase Two staffing level before April 12. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

Unfortunately, the Herbert Hoover Library in West Branch, IA, and the Gerald Ford Museum in Grand Rapids, MI, have been closed. Last week, the local jurisdictions reported public health metrics that exceeded NARA's targets for safe operation of our facilities. Cedar County, IA, and Kent County MI, each realized more than 200 new cases per 100,000 population and positivity rates greater than 10 percent. Both facilities will remain closed until local public health conditions improve.

Please take care of yourselves and each other. If you need support or assistance coping with the stress of the pandemic, 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](#).

As of today, 29 NARA facilities are in some stage of reopening. Seventeen facilities are in Phase Two reopening, 12 facilities are in Phase One, and 11 facilities remain closed. We will continue to monitor local public health metrics at all NARA facilities and will reopen or close additional facilities when local conditions require a change in NARA's operating status.

Thank you for your patience and flexibility as we carefully reopen our facilities and begin to restore our mission functions

and operations.

DAVID S. FERRIERO
Archivist of the United States

If you have questions on this notice, contact:

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