
NARA Notice 2021-209: Closure and Regression of Twelve Facilities

Monday, August 23, 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.

NARA has closed the following facilities due to deteriorating local public health conditions. The Hoover Museum is now closed to the public.

- Herbert Hoover Presidential Library at West Branch, IA
- Seattle Archives and Federal Records Center (FRC) at Seattle, WA

Both facilities are located in counties that exceed our standards for safe reopening. Each facility has experienced more than 100 new cases per 100,000 population and greater than 10 percent positivity over the past 7 days. New case and positivity data for each NARA facility will be posted later today to the ICN [COVID-19 Coronavirus Resources page](#). These closures are effective immediately and will continue until local public health conditions improve.

The following facilities have regressed to Phase One staffing levels due to deteriorating local public health conditions. The Ford Museum and Roosevelt Library will continue their limited public reopening of exhibit space for now. Research rooms at the following facilities are now closed to the public:

- Chicago Archives and FRC at Chicago, IL
- Barack Obama Presidential Library at Hoffman Estates, IL
- National Archives at College Park, MD (Archives II)
- Washington National Records Center at Suitland, MD
- FRC at Pittsfield, MA
- Boston Archives and FRC at Waltham, MA
- Gerald Ford Presidential Museum at Grand Rapids, MI
- Franklin D. Roosevelt Presidential Library at Hyde Park, NY
- Philadelphia Archives and FRC at Philadelphia, PA
- Rocket Center/ABL at Keyser, WV

All 10 facilities are located in jurisdictions that exceed only one of our two regression standards for new cases and positivity. We have regressed all 10 facilities, effective immediately and until local public health conditions improve.

This week's closures and regressions are based on a new standard for local public health conditions. Effective immediately, we will use new targets for making reopening decisions: (a) 100 or fewer new cases per 100,000 population over the last 7 days; and (b) 10 percent or lower test positivity rate over the last 7 days. Our previous standard used similar metrics, but measured performance over the past 14 days. Adopting a standard based on the past seven days of data will allow NARA to be more responsive to changes in local public health conditions and allow us to more quickly adopt the latest workplace safety recommendations from the Centers for Disease Control and Prevention (CDC) and direction from the Administration.

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, 20 of NARA's 40 occupied facilities are in some stage of reopening. One facility is in Phase Two, 19 facilities are in Phase One, and 20 facilities are 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 cooperation.

MICAH M. CHEATHAM
Chief of Management and Administration

If you have questions about this notice, contact:

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