
NARA Notice 2022-019: Reentry Plan Implemented; San Bruno Archives and FRC and Reagan Library Progress; Six More Museums to Reopen to the Public

Mon, October 18, 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 have authorized the following facilities to implement the workplace safety measures associated with substantial transmission levels in our [Updated Reentry and Post-Reentry Plan](#).

- San Francisco Archives and Federal Records Center (FRC) in San Bruno, CA, and
- Ronald Reagan Presidential Library in Simi Valley, CA.

Effective today, these facilities are no longer subject to an occupancy limit for staff. Beginning October 25, local managers at both facilities are authorized to require staff to report to the facility when they are needed for on-site work. On and after October 25, staff are no longer eligible for incentive payments for on-site work. The research rooms at both facilities will reopen to the public with occupancy levels that are 50 percent of pre-COVID occupancy beginning the week of October 25.

Both facilities are located in counties that have experienced weekly public health metrics of 50-99 new cases per 100,000 population and 8 percent to 9.9 percent positivity for at least the past three consecutive weeks. New case and positivity data for each NARA facility will be posted later today to the ICN COVID-19 Coronavirus Resources page [here](#). Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

I have authorized the National Personnel Records Center to increase occupancy at both the [1 Archives Drive](#) facility and the temporary space at the Charles F. Prevedel Federal Building to 45 percent of pre-COVID occupancy. Local managers at both facilities are authorized to require employees to return to the workplace if needed for on-site work. These changes are effective beginning today. The Centers for Disease Control and Prevention's National Institute of Occupational Safety and Health has assessed these facilities and determined they can be safely occupied at up to 45 percent of pre-COVID levels, and NARA has deployed additional air filtration units to increase air circulation within the workspace at both buildings.

All other NARA facilities will maintain the workplace safety measures associated with high transmission levels. All NARA facilities in areas of high transmission are authorized to increase their occupancy up to 25 percent of pre-COVID occupancy levels. Generally, local managers at facilities in high transmission areas may recall staff for on-site work on a voluntary basis only. However, NARA may require employees to return to a facility in a high transmission level for specific, limited purposes, such as to submit proof of vaccination, to request a religious or reasonable accommodation, to receive a laptop docking station, or in emergencies. In high transmission areas, research rooms are closed to the public and museums may be reopened to the public at 25 percent occupancy if the museum can be operated without NARA employees.

Staff who volunteer to work on site at facilities that are operating under workplace safety measures associated with high transmission areas are entitled to up to two hours of weather and safety leave on days they work on-site. This guidance only applies to facilities that are subject to our procedures for high transmission areas, and only to employee volunteers. Employees who volunteer for on-site work are expected to work six-hours shifts as much as possible. Staff who work

fewer than six hours on site or whose work days are longer than eight hours may take up to two hours of weather and safety leave on days they work on site, but must telework the remainder of their work schedule if they are capable of teleworking and will take weather and safety leave if they cannot telework.

As a part of our Updated Reentry and Post-Reentry Plan, I have authorized the following facilities to reopen their museums to the public. These six museums join the National Archives Museum in Washington, DC, and the museums at the Roosevelt, Kennedy, Nixon, and Reagan Presidential Libraries in reopening to the public.

- Herbert Hoover Presidential Library in West Branch, IA,
- Lyndon B. Johnson Presidential Library in Austin, TX,
- Jimmy Carter Presidential Library in Atlanta, GA,
- Gerald R. Ford Presidential Museum in Grand Rapids, MI,
- George H.W. Bush Presidential Library in College Station, TX, and
- George W. Bush Presidential Library in Dallas, TX.

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, two of NARA's 40 occupied facilities have implemented the workplace safety measures associated with substantial transmission levels. All other facilities must maintain safety measures associated with high transmission levels. NARA facilities may progress from high to substantial transmission if they experience at least three consecutive weeks of local public health metrics associated with substantial transmission levels and only after I have authorized them to progress. 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, where appropriate.

DAVID S. FERRIERO
Archivist of the United States

If you have a question about this notice, contact:

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