
NARA Notice 2022-033: Eight More Facilities Progress to Substantial Workplace Safety Measures

Monday, November 8, 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.

NOTE: The previously sent notice had the incorrect notice number. We apologize for the error.

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](#):

- National Archives Building at Washington, DC,
- Office of the Federal Register and Office of Government Information Services office space at Washington, DC,
- Jimmy Carter Presidential Library at Atlanta, GA,
- Atlanta Federal Records Center at Ellenwood, GA,
- National Archives at Atlanta at Morrow, GA,
- Civilian Personnel Records Center at Valmeyer, IL,
- National Archives building at College Park, MD, and
- Washington National Records Center at Suitland, MD.

Effective today, these eight facilities will no longer be subject to an occupancy limit for staff. Beginning November 15, managers at these facilities are authorized to require staff to report to the facility when they are needed for on-site work, and staff there are no longer eligible for incentive payments for on-site work. The Carter Museum will expand occupancy to 50 percent of pre-COVID-19 levels beginning today. The research rooms at the National Archives buildings at Washington, DC; Atlanta, GA; and College Park, MD, will reopen to the public at 50 percent occupancy beginning the week of November 15.

All eight facilities are located in counties that have experienced weekly public health metrics of 99 or fewer new cases per 100,000 population and less than 10 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](#). Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

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, 15 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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