
NARA Notice 2022:052: Three Facilities Regress to High Workplace Safety Measures

Monday, December 13, 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.

The following facilities have reinstated workplace safety measures associated with high levels of COVID-19 transmission, due to deteriorating local public health conditions, in accordance with our [Updated Reentry and Post-Reentry Plan](#). All three facilities have reinstated staff occupancy limits of 25 percent of pre-COVID-19 levels and all employees will be recalled for on-site work on a voluntary basis. Research rooms at these facilities will close to the public and the Reagan Museum will limit occupancy to 25 percent of pre-COVID-19 levels.

- Ronald Reagan Presidential Library at Simi Valley, CA
- Atlanta Federal Records Center (FRC) at Ellenwood, GA
- Atlanta Archives at Morrow, GA

All three facilities are located in counties that are currently experiencing high transmission levels, with more than 99 new cases per 100,000 population over the past seven days. New case and positivity data for each NARA facility will be posted later today to the ICN COVID-19 Coronavirus Resources page [here](#). The change in status for each facility is effective immediately and will continue until local public health conditions improve.

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, 8 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 be considered for progress from high to substantial transmission if they experience at least three consecutive weeks of local public health metrics associated with substantial transmission levels but will only progress with advance approval from the Archivist of the United States. 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 CHEATHAM
Chief of Management and Administration

If you have questions about this notice, contact:

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