
NARA Notice 2022-106: NARA Lifts Occupancy Limits for Staff and Museums at All Facilities

Monday, March 14, 2022



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.

As announced in [NARA Notice 2022-098](#), all NARA facilities that had not already lifted occupancy limits for staff and museum visitors will do so today, March 14, 2022. Any facilities that had not reopened their research rooms to the public will do so this week, except for the New York City Archives.

I have authorized the following facilities to lift occupancy limits for staff and museums and reopen their research rooms.

- William J. Clinton Presidential Library in Little Rock, AR
- Riverside Archives and Federal Records Center (FRC) in Perris, CA
- Denver Archives and FRC in Broomfield, CO
- Civilian Personnel Records Center in Valmeyer, IL
- Herbert Hoover Presidential Library in West Branch, IA
- Dwight D. Eisenhower Presidential Library in Abilene, KS
- John F. Kennedy Presidential Library in Boston, MA
- Pittsfield, MA FRC
- Boston Archives and FRC in Waltham, MA
- Gerald R. Ford Presidential Library in Ann Arbor, MI
- Gerald R. Ford Museum in Grand Rapids, MI
- Harry S. Truman Presidential Library in Independence, MO
- Kansas City, MO Archives
- Lee's Summit, MO FRC
- Fort Worth, TX Archives and FRC
- Seattle, WA Archives and FRC
- Allegheny Ballistics Laboratory at Rocket Center, WV

Effective today, these 17 facilities are no longer subject to an occupancy limit for staff and staff may return to the facility for on-site work on a voluntary basis. Until March 28, staff who volunteer to work on site will qualify for incentive awards for work performed on site and are entitled to up to two hours per day of weather and safety leave for days they work on site. Beginning March 28, local managers at all 17 facilities are authorized to require staff to report to the facility when they are needed for on-site work. Staff will be provided at least seven days of advance notice before being required to return to the facility for on-site work.

Public research rooms at these facilities will reopen to the public at 50 percent occupancy this week. Museums at the six libraries will lift occupancy limits for museum visitors and will end the practice of timed ticketing for admissions, unless and to the extent timed ticketing was used before the pandemic.

Unfortunately, local public health conditions have regressed at the New York City Archives since we lifted staff occupancy limits there last week. New York County was in substantial transmission levels last week and has since regressed to high transmission levels. The New York City Archives will continue to operate without staff occupancy limits but will cancel all mandatory recalls scheduled for the week of March 14 and will delay opening its research room to the public.

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. The remaining 25 facilities have lifted occupancy limits for staff volunteers only and are preparing to progress to full implementation. We will continue to monitor local public health metrics at all NARA facilities and will adjust our workplace safety measures when local conditions require a change.

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 questions about this notice, contact:

Micah Cheatham, Chief of Management and Administration
micah.cheatham@nara.gov
Room 5200
National Archives at College Park
Phone: 301-837-2992