
NARA Notice 2023-104: New COVID-19 Policy Changes

Thursday, June 1, 2023



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.

This message communicates new changes to NARA COVID-19 workplace safety procedures. These changes are necessary to implement [Executive Order 14099, Moving Beyond COVID-19 Vaccination Requirements for Federal Workers](#), which revokes previous E.O.s that required COVID-19 vaccines for federal employees and contractors. This notice makes additional changes to NARA policy to incorporate recent updates to COVID-19 guidance from the Centers for Disease Control and Prevention (CDC) and the [White House Safer Federal Workforce Task Force](#). These changes are described below and detailed in the attached documents.

The following changes in NARA COVID-19 policy and procedures are effective immediately.

Hospital admission levels

NARA will now assess local public health conditions at our facilities based on COVID-19 hospital admissions data only. The CDC has discontinued reporting of community levels and now advises that individuals and employers manage COVID-19 workplace safety protocols based on [the number of new COVID-19 hospital admissions per 100,000 population over the past seven days](#). NARA will continue to provide weekly reports on the CDC COVID-19 admissions levels for all of our facilities. All facility occupants (staff, contractors, researchers, and other visitors) will be required to adhere to the following workplace safety protocols, based on the COVID-19 hospital admission level at their facility:

- HIGH hospital admission levels (20 or more new COVID-19 hospital admissions per 100,000 population over the past seven days): Face coverings are required for all facility occupants. Designated Officials will post signs encouraging occupants to avoid crowds and consider distancing themselves from others. Facility occupancy will not be limited; however, we will continue to limit occupancy in enclosed spaces with limited air circulation (e.g. elevators, break rooms) in HIGH.
- MEDIUM hospital admission levels (10 to 19.9 new COVID-19 hospital admissions per 100,000 population over the past seven days): Designated Officials will post signs encouraging occupants to avoid crowds and consider distancing themselves from others. Face coverings are permitted but not required.
- LOW hospital admission levels (fewer than 10 new COVID-19 hospital admissions per 100,000 population over the past seven days): Face coverings and physical distancing are permitted but not required.

COVID-19 vaccinations

NARA does not require that federal employees, contractors, or visitors to our facilities be vaccinated for COVID-19 or provide COVID-19 vaccination status information as a condition of entry to our facilities. NARA temporarily stopped requiring COVID-19 vaccinations or vaccination status information for federal employees or contractors when the government-wide requirements were suspended by separate injunctions in December 2021 (for contractors) and January 2022 (for employees). Based on [Executive Order 14099](#), NARA is now permanently ending the practice of requiring COVID-19 vaccines or collecting COVID-19 vaccination status information.

COVID-19 symptoms and positive COVID-19 test results

NARA denies access to NARA facilities to individuals who are experiencing COVID-19 symptoms or have tested positive for COVID-19 in the past five days. These individuals may return to a NARA facility after five days if they never experience symptoms. If the individual experiences COVID-19 symptoms at any time, they may return to NARA facilities on the first day that is at least five days after they first experienced symptoms, their fever has resolved for at least 24 hours without medication, and other COVID-19 symptoms are improving.

Whenever an individual tests positive for COVID-19 or experiences COVID-19 symptoms, they must adhere to the following protocols for 10 full days after the date of the positive test or the date they first experienced symptoms:

- Monitor yourself for COVID-19 symptoms;
- Wear a face covering at all times while in NARA facilities;
- Avoid eating and drinking around others;
- Avoid dining facilities, gyms, and other areas of the facility where you may be unmasked around others; and
- Avoid being around others who you know are at high risk for severe disease from COVID-19.

The CDC has created a new exception that allows individuals to remove their face covering after fewer than 10 days, if they:

- Have completed their five-day isolation period with no symptoms or at least five days have elapsed and their symptoms have resolved as described above;
- Remain symptom-free; and
- Receive two sequential, negative COVID-19 test results 48 hours apart.

This exception does not apply to individuals who have had a known close contact with someone who had COVID-19 but do not experience symptoms or test positive for COVID-19. These individuals must wear a face covering at all times for 10 full days after the close contact. There is no exception for subsequent negative COVID-19 test results.

Travel

Face coverings are no longer required for occupants of government-operated aircraft, boats, and buses, including the NARA shuttle between Archives I and Archives II. NARA only requires face coverings for NARA official business travelers who are otherwise required to wear a face covering because they have recently experienced COVID-19 symptoms, tested positive for COVID-19, or had a known close contact with someone else who has COVID-19.

Work schedule changes

Employees are no longer permitted to make permanent changes to their work schedule immediately upon request. This flexibility was permitted to support employee needs for as long as COVID-19 was declared a public health emergency. Now that the public health emergency has ended, employees must request work schedule changes according to the procedure in [NARA 327, Supplement 2, Work Hours and Premium Pay](#), which permits work schedule changes on a quarterly basis. Employees can still request temporary changes to their work schedule immediately and can request to move from a compressed work schedule to a flexible work schedule at any time, with two weeks notice, as provided in NARA 327, Supplement 2.

NARA guidance documents

NARA's COVID-19 Workplace Safety Plan has been updated to include these changes in our COVID-19 workplace safety protocols and is attached.

This notice includes updated versions of NARA COVID-19 Fact Sheet #1, Leave and workforce flexibilities, and COVID-19 Fact Sheet #8, Isolation and post-exposure protocols. Both fact sheets have been updated to include the exception allowing individuals to remove their face covering fewer than 10 days after experiencing COVID-19 symptoms or a positive COVID-19 test result, under certain circumstances. COVID-19 Fact Sheet #1 is further edited to end pandemic-related flexibilities for work schedule changes.

Thank you for your patience and cooperation.

MICAH CHEATHAM
Chief of Management and Administration

Attachments:
[NARA COVID-19 Workplace Safety Plan](#)

If you have questions about this notice, contact:

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