



NARA COVID-19 Response

Fact Sheet #4, version 2: Regression Procedures

October 28, 2020

This fact sheet provides guidance to help protect NARA staff and reduce the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace. This fact sheet only covers closures and regressions due to COVID-19; weather-related and other emergency closure decisions will continue to be made locally and in accordance with local procedures. This version has been updated to incorporate NARA's [Phased Reopening Plan](#), recognizing that facilities may be at different phases of reopening when conditions require regression or closure.

When NARA will close or regress a facility due to COVID-19.

NARA will consider closing a facility or regressing to an earlier Phase in NARA's Phased Reopening Plan under any of the following circumstances:

- When the county or other jurisdiction where the NARA facility is located has **both**:
 - New cases greater than 200 per 100,000 population over the last 14 days; **and**
 - Positivity rate exceeding 10 percent over the last 14 days.
- When a Federal, State, or local government agency:
 - Recommends, requests, or directs NARA to close our facility or close to the public;
 - Recommends, requests, or directs that employers or facilities in the same geographic area to close or close to the public; or
 - Restricts the movement of people (such as through isolation or quarantine) in a way that impedes or effectively prohibits staff from reporting for duty or the public from visiting our facility.
- When the Office of Personnel Management (OPM) or a local Federal Executive Board (FEB) recommends, requests, or directs Federal agencies in the area to close their facilities to Federal employees or to the public.

- When NARA Management determines there is a hazard or threat to the safety of staff or visitors that requires a facility closure.

Procedure for requesting to close or regress a facility due to COVID-19.

- (1) The local Designated Official (or designee, if she or he is not available) maintains situational awareness for the local geographic area, including monitoring communications on Government operating status from the local FEB (outside of the Washington, DC, metro area) and OPM (for the Washington, DC, metro area).
- (2) When the Designated Official, in consultation with local managers, determines that one of the conditions for closing or regressing the facility (listed above) exists or is anticipated, she or he will notify the Chief Operating Officer (william.bosanko@nara.gov), Chief of Management and Administration (micah.cheatham@nara.gov), and the Executive for Business Support Services (donna.forbes@nara.gov).
- (3) The COO, CMA, and Executive for Business Support Services (B) monitor public health metrics for every county with a NARA facility. When the COO, CMA, and B determine that one of the conditions for closing or regressing the facility exists or is anticipated, they will consult with the acting Chief Human Capital Officer (H), the Chief Financial Officer (X), the Chief Acquisition Officer (Z), and the Designated Official to verify and assess local conditions and consider the appropriate course of action.
- (4) The COO, CMA, and B will make recommendations to the Archivist of the United States regarding facility closure or regression to an earlier reopening Phase. The Archivist (or Deputy Archivist, if the Archivist is not available) approves all facility closures and regressions.

Actions to close or regress a facility due to COVID-19.

If the Archivist of the United States approves a facility closure or regression, the Designated Official will take the following actions:

- (1) Notify all staff of the facility closure or regression. Follow procedures for notifying staff of a weather-related closure.
- (2) Cancel scheduled work that is inconsistent with a closure or the new (regressed) reopening phase, and notify impacted staff. The Designated Official will coordinate with managers and supervisors to revise work schedules so that the number of employees on-site is less than or equal to the number permitted under the new phase or, if the facility is closed, the number of staff needed for emergency reference. Staff must be notified as soon as possible if scheduled work is cancelled.

- (3) If the facility regresses to an earlier reopening phase, the Designated Official will implement the most recent version of the facility readiness plan for that facility, for the new phase. The Designated Official must consult with the COO, CMA, and Executive for Business Support Services before changing the facility readiness plan for any phase.
- (4) If the facility closes, the Designated Official must take the following, additional actions:
- (a) Notify your staff that they can be recalled, when needed, to support essential Government functions, including emergency reference services described below. Timekeepers and certifying officials who cannot perform their duties remotely may report to the facility to perform bi-weekly time and attendance reporting (follow guidance issued by the Office of the CFO).
 - (b) Ensure that all supervisors have up-to-date emergency contact information for their staff and have provided their own personal contact information to their staff.
 - (c) If staff have been performing on-site work in the facility, ensure that they perform the following tasks before leaving on the day of closure:
 - Return all archival materials to the stacks;
 - Secure all personally identifiable information (PII);
 - Secure offices and work areas (turn off fans, appliances, etc.); and
 - Ensure all desktop computers are logged off, but do not shut them down. Employees with a laptop or tablet must take their device home with them.
 - (d) Make arrangements to stop or redirect mail deliveries while the facility is closed.
 - (e) Ensure you have an effective mechanism to receive and respond to emergency reference requests during the closure. Emergency reference requests, in this case, include reference services in support of carrying out the Constitutional duties of the Congress and the President (e.g., the National Defense, the conduct of foreign affairs), law enforcement activities, health and safety of life or property of the Government, response to natural or man-made disasters, or similar necessary implications of supporting continuing Federal activities.
 - (f) Make arrangements for yourself or another NARA official to walk through your facility at least once every week. Walk all stack areas, processing space, research rooms, and office space to check for problems with the physical space and condition of holdings. Immediately report any deficiencies to the COO, CMA, and Executive for Business Support Services.

- (g) Update facility signage and website status language, if appropriate. The following sample language can be used to communicate with the public that your facility is closed:

"We're sorry. Due to the coronavirus public health emergency, the [facility name] will be closed to the public beginning [date] until further notice. We will continue to respond to written requests for records at [email]. Please check [website] for updates on our operating hours and status."

Closing just a research room or museum, but not the whole facility due to COVID-19.

- Generally, NARA will close a research room or museum due to COVID-19 if required under any of the conditions for a facility closure (above) or under any of the additional circumstances:
 - When NARA Management determines that there are insufficient staff (including contractor staff) available to operate the research room or museum.
 - If NARA Management determines there is a hazard or threat to the safety of staff or visitors that requires us to close the research room or museum (including a situation where a member of the public who visited the research room or museum is later diagnosed with COVID-19).
- When the Designated Official determines that one of the conditions for closing the research room or museum exists, may exist, or is anticipated, she or he will request authority to close the research room or museum by email to the COO, CMA, and the Executive for Business Support Services (B). The COO, CMA, and B will consult with other relevant officials and will make a recommendation to the Archivist of the United States. The Archivist (or Deputy Archivist, if he is not available) approves all research room or museum closures due to COVID-19.
- If a research room or museum closure is approved, the Designated Official will take action to implement the closure, following local procedures and practices for public closures due to inclement weather. The Designated Official will notify all staff in the facility of the closure. If applicable, the Designated Official will implement cleaning procedures and contact tracing procedures for public visitors. The Designated Official will update signage and website status language, if appropriate; the following sample can be used:

"We're sorry. Due to the coronavirus public health emergency, the [facility name] will be closed to the public beginning [date] until further notice. We will continue to respond to written requests for records at [email address]."

Please check [facility website] for updates on our operating hours and status."

Point of Contact: If you have questions or comments, please contact william.bosanko@nara.gov, micah.cheatham@nara.gov, and donna.forbes@nara.gov. Questions about vendors and contractor employees should be sent directly to your Contracting Officer and laverne.fields@nara.gov.