
NARA Notice 2020-163: COVID-19 Response in Valmeyer, IL and Seattle, WA

Tue, Aug 18, 2020 at 4:27 PM



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.

NARA has closed the Civilian Personnel Records Center (CPR) in Valmeyer, IL, effective immediately and until further notice. Last week, the local jurisdiction where CPR is located (Monroe County, IL) reported public health metrics that exceeded NARA's targets for safe operation of our facilities. CPR will remain closed until local public health conditions improve. During the closure, CPR will maintain minimal staffing levels to support emergency reference requests only.

The Archivist of the United States has authorized the archives and Federal Records Center (FRC) at Seattle, WA, to reopen for Phase I activities. Local public health conditions support reopening and the Seattle facility has satisfied all NARA criteria to enter Phase I. Our Seattle facility is authorized to reopen according to the same procedures and with the same limitations announced in [NARA Notice 2020-134](#). Staff will not be scheduled to return before August 24. Staff at Seattle should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

Both of the decisions announced in this notice were based on local public health data. We have established two targets for making reopening decisions: (a) 200 or fewer new cases per 100,000 population over the last 14 days; and (b) 10 percent or lower test positivity rate over the last 14 days. When a county meets both targets, NARA will consider progressing to the next phase of reopening for facilities in that county (provided all other reopening criteria are met). If a county meets one target but exceeds the other, any NARA facilities in that county will remain in their current reopening phase until local conditions change. When a county exceeds both targets, NARA will consider regressing to a previous phase or closing any facilities located in that county.

The Archivist authorized the reopening of the Seattle archives and FRC because the surrounding county (King County, WA) is experiencing fewer than 100 new cases per 100,000 population and has a positivity rate under 5 percent. King County's performance against both metrics is well below NARA's standards for Phase I reopening. Unfortunately, after operating well below our targets for several weeks, last week Monroe County, IL, realized more than 250 new cases per 100,000 population and its positivity rate grew to exceed 11 percent. The Archivist authorized the closure of CPR due to the growth in new cases there. 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.

The continued uncertainty of the pandemic can be stressful. If you need assistance, 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.

Today's announcement reaffirms NARA's commitment to reopen our facilities when it is safe and close our facilities when it is necessary. We will continue to prioritize the health of our staff and will continue to make reopening and closing decisions based on our ability to protect our workforce. We will provide you with additional information as it becomes available.

MICAH CHEATHAM
Chief of Management and Administration

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