
NARA Notice 2021-017: Phase Two Reopening of Two Additional Facilities; Closure of the Fort Worth Archives and FRC

Mon, Oct 26, 2020



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.

I am pleased to announce that two more facilities have entered into Phase Two of our [Phased Reopening Plan](#). Based on local public health conditions and the readiness of each facility, I have authorized Phase Two reopening of the Riverside Archives and Federal Records Center (FRC) in Perris, CA, and the San Francisco Archives and FRC in San Bruno, CA.

Both facilities have satisfied all of our Phase Two progression criteria: local public health conditions support reopening; sufficient staff are available; the facility has sufficient supplies of personal protective equipment (PPE); and procedures are in place for safely performing Phase Two work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

These facilities will progress to Phase Two according to the procedures announced in [NARA Notice 2020-191](#). These facilities will not operate at the full Phase Two staffing levels before November 2. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

I regret to inform you that the Fort Worth Archives and FRC in Fort Worth, TX, has been closed. Last week, the local jurisdiction (Tarrant County, TX) reported public health metrics that exceeded NARA's targets for safe operation of our facilities. Tarrant County, TX, realized 350 new cases per 100,000 population, and its positivity rate exceeded 10 percent. These metrics exceed NARA's targets for safe reopening of 200 new cases per 100,000 and 10 percent positivity. The facility will remain closed 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.

Today's announcement brings us to 25 facilities authorized to enter into Phase Two reopening, nine facilities in Phase One, and six facilities closed. 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 flexibility as we carefully reopen our facilities and restore our mission functions and operations.

DAVID S. FERRIERO
Archivist of the United States

If you have questions about this notice, contact:

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