
NARA Notice 2021-039: Closure of Multiple Facilities in Maryland and Southern California

Mon, Dec 7, 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.

NARA has closed five facilities in Maryland and Southern California to respond to the COVID-19 pandemic. The following facilities are closed, effective immediately and until further notice:

Riverside Archives and Federal Records Center (FRC) in Perris, CA
Ronald Reagan Library in Simi Valley, CA
Richard Nixon Library in Yorba Linda, CA
National Archives at College Park, MD (Archives II)
Washington National Records Center (WNRC) in Suitland, MD

NARA has closed the National Archives at College Park, MD, and the Washington National Records Center (WNRC) at Suitland, MD, due to deteriorating local public health conditions. Both facilities will continue some limited operations, as needed, including responding to emergency reference requests.

Personal Identity Verification (PIV) appointments scheduled at Archives II will continue through December 18, 2020. Employees who are scheduled to return to Archives II for a PIV card or certificate issuance or renewal should return to the facility as scheduled. Appointments scheduled after December 18 are cancelled and will be rescheduled at a later date.

Over the past 14 days, Prince George's County, MD, home of both Archives II and the WNRC, realized over 550 new cases per 100,000 population and a positivity rate greater than 10 percent. These metrics exceed NARA's targets for safe reopening of our facilities. Both facilities had progressed to Phase Two of our reopening plan before being closed. Unfortunately, the public health data suggests that local conditions will continue to get worse, so we chose to close the facilities completely instead of regressing to Phase One. Both facilities will remain closed until local public health conditions improve.

The Archivist of the United States authorized the closure of our three facilities in Southern California in order to support the recent regional stay-at-home order there. Last night, California instituted a stay-at-home order for all Southern California counties, asking employers to stop most non-essential work and requiring individuals to stay at home. The Reagan and Nixon Presidential Libraries and the Riverside Archives and FRC will remain closed until further notice.

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 9 facilities authorized to enter into Phase Two reopening, two facilities in Phase One, and 29 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 cooperation.

MICAH M. 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