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## NARA Notice 2021-092: Phase One Reopening of Four NARA Facilities

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Mon, Mar 1, 2021



**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.

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I am pleased to announce that four NARA facilities have progressed to Phase One of our [Phased Reopening Plan](#). Based on local public health conditions and the readiness of each facility, I have authorized the Phase One reopening of the Archives and Federal Records Centers (FRC) at Denver, CO, and Chicago, IL; the Barack Obama Library in Hoffman Estates, IL; and the Allegheny Ballistics Laboratory (ABL) / Rocket Center in Keyser, WV.

All four facilities have met NARA's criteria to enter into Phase One: local public health conditions support reopening; sufficient staff are available to perform on-site work functions; the facility has sufficient supplies of Personal Protective Equipment (PPE); and procedures are in place for safely performing Phase One work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

Last week, the local jurisdiction for Denver (Broomfield County, CO) realized 182 new cases per 100,000 population and a positivity rate of approximately 4 percent over the previous 14 days. Cook County, IL, home of the Chicago Archives and FRC and the Obama Library, reported 179 new cases per 100,000 population and a positivity rate less than 4 percent over the same period. ABL/Rocket Center (in Mineral County, WV) realized 156 new cases per 100,000 population and a positivity rate less than 5 percent. All three counties' metrics fall within NARA's targets for safe reopening of 200 new cases per 100,000 and 10 percent positivity over the last 14 days.

These facilities will progress to Phase One according to the procedures announced in [NARA Notice 2021-089](#). These facilities will not operate at the full Phase One staffing levels before March 8. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

There are an additional eight NARA facilities that meet our targets for local public conditions this week but will not be reopening. Last week, much of the country experienced extreme winter weather that caused the closure of many COVID-19 testing sites. We believe those closures could have artificially reduced the number of new cases and test positivity rates reported last week. We confirmed this by comparing the total number of COVID-19 tests administered last week to historical weekly rates. We found that the total number of COVID-19 tests administered last week was at least 35 percent lower than the number administered in typical weeks at eight NARA facilities that otherwise met our public health metrics: the Truman, Eisenhower, Johnson, and Nixon Libraries, the Kansas City Archives, the FRCs at Subtropolis and Lee's Summit, and the San Bruno Archives and FRC. As a result, these facilities will not progress to Phase One this week. We will continue to monitor local public health metrics at these sites and review additional data sources before making a reopening decision at these locations.

Please take care of yourselves and each other. 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](http://www.FOH4YOU.com). EAP information can also be found at the [NARA@work EAP page](#).

Today's announcement brings us to four facilities in Phase Two reopening, eight facilities in Phase One, and 32 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. We will continue to exercise caution in our reopening decisions and will turn to additional data sources when needed to ensure the safety of our staff.

Thank you for your patience and flexibility as we carefully reopen our facilities and begin to restore our mission functions and operations.

DAVID S. FERRIERO  
Archivist of the United States

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**If you have questions on this notice, contact:**

Micah Cheatham, Chief of Management and Administration  
[micah.cheatham@nara.gov](mailto:micah.cheatham@nara.gov)  
Room 5200  
National Archives at College Park  
Phone: 301-837-2992