
NARA Notice 2021-101: Phase One Reopening of Four NARA Facilities

Mon, Mar 15, 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.

I am pleased to announce that four more 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 Kansas City Archives in Kansas City, MO; the Federal Records Centers (FRC) at Kansas City, MO, and Lee's Summit, MO; and the Harry S. Truman Presidential Library at Independence, MO.

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.

The Truman Library, Kansas City Archives, and Lee's Summit FRC are all located in Jackson County, MO. Last week, Jackson County realized 92 new cases per 100,000 population and a positivity rate of less than 4 percent over the previous 14 days. Clay County, MO, home of the Kansas City FRC, reported 50 new cases per 100,000 population and a positivity rate under 10 percent over the same period. Both 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 22. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

An additional five NARA facilities meet our targets for local public conditions this week but will not be reopening. As described in [NARA Notice 2021-92](#), our reopening metrics depend on robust COVID-19 testing in the jurisdictions where our facilities are located. The following facilities experienced unexplained, significant changes in total counts of COVID-19 tests administered and will not reopen this week: Riverside Archives and FRC; the Lenexa FRC and the Civilian Personnel Records Center; and the Richard Nixon and Ronald Reagan Presidential Libraries. 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. EAP information can also be found at the NARA@work EAP page.

Today's announcement brings us to a total of 21 reopened facilities (17 in Phase One and four in Phase Two) and 19 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 begin to 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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