
NARA Notice 2021-145: Reopening Progression of Four Facilities

Mon, May 17, 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 three NARA facilities have progressed to Phase One of our [Phased Reopening Plan](#). I have authorized the Phase One reopening of the Herbert Hoover Presidential Library in West Branch, IA, the Washington National Records Center (WNRC) in Suitland, MD, and the National Archives building in College Park, MD (Archives II).

All three facilities have met NARA's criteria to progress to the next phase of reopening: 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 on-site work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

In addition, the Civilian Personnel Records Center (CPR) in Valmeyer, IL, has progressed to Phase Two this week. The CPR has demonstrated readiness to progress to Phase Two and has completed at least three consecutive weeks in Phase One and with local public health metrics that satisfy our reopening standard.

All four facilities are located in counties with local public health metrics below NARA's targets for safe reopening of 200 new cases per 100,000 population and 10 percent positivity over the last 14 days. New case and positivity data for each NARA facility will be posted later today to the ICN COVID-19 Coronavirus Resources page [here](#).

These facilities will progress to Phase One or Phase Two, as appropriate, according to the procedures announced in [NARA Notice 2021-089](#). The Hoover Library, WNRC, and CPR will not operate at the full Phase One or Phase Two staffing level before May 24. Because of the size and complexity of the building and its operations, Archives II will not return to Phase One staffing before May 31. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

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](#).

As of today, 34 NARA facilities are in some stage of reopening. Twenty-six facilities are in Phase Two reopening, eight facilities are in Phase One, and six facilities remain 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 on this notice, contact:

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