
NARA Notice 2022-005: Phase Two Progression of San Bruno Archives and FRC

Mon, Oct 4, 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 have authorized the Phase Two reopening of the San Francisco Archives and Federal Records Center (FRC) in San Bruno, CA.

The San Francisco Archives and FRC have completed three consecutive weeks in Phase One with local public health metrics that satisfy our reopening standard. The San Francisco facility has met all NARA progression criteria: 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, physical distancing, health assessments, and contact tracing. The San Francisco Archives and FRC will return to Phase Two staffing levels no earlier than October 12.

The San Francisco Archives and FRC is located in a county with local public health metrics below NARA's targets for safe reopening of 100 new cases per 100,000 population and 10 percent positivity over the last seven days. New case and positivity data for each NARA facility will be posted later today to the [ICN COVID-19 Coronavirus Resources page here](#). The San Francisco facility will progress to Phase Two according to the procedures announced in [NARA Notice 2021-089](#). 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, 19 of NARA's 40 occupied facilities are in some stage of reopening. One NARA facility is in Phase Two, 18 facilities are in Phase One, and 21 facilities are 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, where appropriate.

DAVID S. FERRIERO
Archivist of the United States

If you have questions about this notice, contact:

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