

---

## NARA Notice 2022-058: Three More Facilities Regress to High Workplace Safety Measures

---

Monday, January 3, 2022



**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.

---

The following facilities have reinstated workplace safety measures associated with high levels of COVID-19 transmission, due to deteriorating local public health conditions and in accordance with our [Updated Reentry and Post-reentry Plan](#). Both facilities have reinstated staff occupancy limits of 25 percent of pre-COVID-19 levels and employees will be recalled for on-site work on a voluntary basis. Research rooms at these facilities are closed to the public and their museums will limit occupancy to 25 percent of pre-COVID-19 levels.

- Richard Nixon Presidential Library at Yorba Linda, CA
- George H.W. Bush Presidential Library at College Station, TX

The following facility will reinstate workplace safety measures associated with high levels of COVID-19 transmission beginning tomorrow, **January 4, 2022**. By tomorrow, this facility will limit staff occupancy to 25 percent, employees will be recalled for on-site work on a voluntary basis, and the research room will be closed to the public.

- San Francisco Archives and Federal Records Center (FRC) at San Bruno, CA

All three facilities are located in counties that are currently experiencing high transmission levels, with more than 99 new cases per 100,000 population over the past seven days. New case and positivity data for each NARA facility is posted weekly to the ICN COVID-19 Coronavirus Resources page [here](#). The change in status for each facility is effective immediately and will continue until local public health conditions improve.

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](#).

As of today, all of NARA's 40 occupied facilities are operating under the workplace safety measures associated with high transmission levels. 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 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](mailto:micah.cheatham@nara.gov)  
Room 5200  
National Archives at College Park  
Phone: 301-837-2992