
NARA Notice 2022-111: COVID-19 Vaccine Attestation Procedure

Thursday, March 17, 2022



Notice

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.

NARA will no longer require vaccine attestations from contractors and visitors to our facilities in counties with LOW community transmission levels. NARA is making this change to implement [updated guidance](#) from the White House Safer Federal Workforce Task Force. This change modifies the guidance issued in [NARA Notice 2022-098](#) regarding community levels. NARA does not require employees to complete vaccine attestations in any community level.

By **Monday, March 21, 2022**, NARA Designated Officials for each facility will apply the following workplace safety procedures according to the community level for their facility:

- HIGH community level: Face coverings are required for all facility occupants (including members of the public). COVID-19 testing is required for all employees, contractors, and visitors (other than museum visitors) who are not fully vaccinated or do not disclose their vaccination status according to [NARA COVID-19 testing procedures](#). Contractors and visitors (except for museum visitors) must present a [vaccine attestation form](#) in order to gain access to NARA facilities. All facility occupants must maintain six feet of physical distancing at all times.
- MEDIUM community level: Face coverings are permitted but are not required for facility occupants, regardless of vaccination status. COVID-19 testing is required for all employees, contractors, and visitors (other than museum visitors) who are not fully vaccinated or do not disclose their vaccination status, according to existing testing procedures. Contractors and visitors (except for museum visitors) must present a vaccine attestation form in order to gain access to NARA facilities. All facility occupants must maintain six feet of physical distancing at all times.
- LOW community level: Face coverings are permitted but not required. COVID-19 testing and vaccine attestations are not required for facility access, regardless of vaccination status. All facility occupants must maintain six feet of physical distancing at all times.

NARA is implementing this change to ensure our workplace safety procedures follow the latest guidance from the Centers for Disease Control and Prevention (CDC) and the Administration. The CDC provides community transition levels for every U.S. County once per week, on Thursday evening, at their [dedicated site](#). NARA Designated Officials will review the community level for their facility each week and will apply the appropriate workplace safety procedures for their facility's current community level by the following Monday.

We have updated [COVID-19 Fact Sheet #12, Vaccine documentation and COVID-19 testing program](#) to remove vaccine attestation requirements for contractors and visitors in LOW community levels.

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](#).

Thank you for your patience and cooperation.

MICAH CHEATHAM
Chief of Management and Administration

Attachments: [COVID-19 Fact Sheet #12, Vaccine documentation and COVID-19 testing program](#)

If you have questions about this notice, contact:

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