
NARA Notice 2022-175: July 2022: New COVID-19 Policy Changes

Monday, July 18, 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.

This message communicates several changes in [NARA's COVID-19 policies and procedures](#). All changes are effective immediately.

COVID-19 Testing

All employees, contractors, and visitors (except museum visitors) who are not fully vaccinated must provide negative COVID-19 test results to access our facilities in periods of MEDIUM or HIGH community levels. Effective immediately, an individual who has tested positive for COVID-19 in the past 90 days will not be required to submit COVID-19 test results for a period ending 90 days after the date of specimen collection on their COVID-19 test result. These individuals must carry a copy of the original, positive test result on their person at all times while in NARA facilities (a picture on a cell phone is acceptable) and must present the test result when requested. This exception is based on research that suggests an individual may continue to test positive for as long as 90 days after a COVID-19 infection.

Effective immediately, NARA employees who are required to provide weekly COVID-19 test results may provide their results at any time during the work week. Our previous guidance required employees who require testing to present a negative COVID-19 test result to gain entrance to the facility if they had not provided a result in the previous week. Recently, multiple NARA facilities have cycled through MEDIUM and LOW community levels several times, which has made it difficult for some employees to obtain test results in accordance with our procedure. Now, all employees who require testing may submit their test results at any time during the work week, regardless of whether testing was required in the previous week. Contractors and any other visitors who require testing must present a test result that is no more than three days old in order to gain entrance to our facilities.

Employees who have had a close contact with someone else who has COVID-19 are required to test for COVID-19 at least five days after the close contact, but only if they are needed on site or if they are required to interact with the public in any of the 10 full days after the close contact. Effective immediately, an employee who is not needed on site and will not interact with the public in the 10 days after a close contact is not required to test after the close contact. In addition, an employee who has tested positive for COVID-19 in the past 90 days is also **not** required to test after a close contact.

Travel

Effective immediately, NARA will no longer restrict an employee's ability to conduct official business travel based on their COVID-19 vaccination status alone. Any NARA employee who is otherwise eligible to travel may conduct official business travel, in accordance with the [Federal Travel Regulation](#) and NARA travel policy, without regard to vaccination status.

Employees are prohibited from conducting official business travel if they have experienced symptoms of COVID-19, tested positive for COVID-19, or had a known close contact with someone else who has COVID-19 in the past 10 calendar days, except as provided below. Employees who experience symptoms, test positive, or have a known close contact while on official business travel must isolate or quarantine at the Temporary Duty (TDY) location, and will not be permitted to return home until the end of their isolation or quarantine period.

- All employees who experience symptoms or test positive for COVID-19 are prohibited from traveling for 10 full days after the date they first experienced symptoms or the specimen collection date of the positive test. An employee may request an exception to travel in days 6–10 if the travel is urgent, necessary, and mission critical. Exceptions are granted only by the Acting Archivist of the United States and will be granted rarely.
- All employees who have a known close contact with someone else who has COVID-19 and are **not** up-to-date on COVID-19 vaccinations are prohibited from traveling for 10 full days after the date of the close contact, unless the employee has tested positive for COVID-19 in the past 90 days. An employee may request an exception to travel in days 6–10 if the travel is urgent, necessary, and mission critical. Exceptions are granted only by the Acting Archivist of the United States and will be granted rarely. In addition to an approved exception, these employees must also take a COVID-19 test on day 5 and must provide a negative COVID-19 test result before travel.
- All employees who have a known close contact with someone else who has COVID-19 and are up-to-date on COVID-19 vaccinations may only conduct mission-critical official business travel in the first five days after the close contact, unless the employee has tested positive in the past 90 days. Travel home is not mission-critical travel. There is no exception process for additional types of travel in days 1–5. There are no restrictions on travel on day 6 or later.
- Any employee who has had a known close contact with someone else who has COVID-19 and has tested positive for COVID-19 in the past 90 days may travel without limitation after the close contact, regardless of vaccination status.

Effective immediately, NARA requires COVID-19 testing before or after official business travel only when the Centers for Disease Control and Prevention (CDC) recommends or requires testing. NARA does not require COVID-19 testing before or after travel when the CDC recommends travelers *consider* testing. Currently, the CDC recommends—and NARA requires—COVID-19 testing only after international official business travel. However, this is subject to change based on CDC guidance. Travelers are responsible for checking CDC travel guidance before, during, and after official business travel to ensure they comply with all COVID-19 guidance, including testing guidance, while on travel.

The same policy is in effect for post-travel quarantine. NARA requires post-travel quarantine when it is recommended or required by the CDC. NARA does not require post-travel quarantine when the CDC recommends that travelers *consider* post-travel quarantine. Currently, the CDC recommends—and NARA requires—that international travelers who are not up-to-date on COVID-19 vaccinations quarantine for five full days after returning to the United States. Travelers are responsible for checking and complying with CDC travel guidance before, during, and after official business travel.

Finally, employees are strongly encouraged, but are no longer required, to wear face coverings at all times while on public transportation, in transportation hubs, in Government Operated Vehicles (including sedans, vans, and trucks), or in Privately Owned Vehicles (POV) and rental cars while on official business travel. Employees are still required to wear face coverings at all times in government-owned aircraft, boats, and shuttle services, including the Archives I/II shuttle. This change is being made to implement government-wide guidance from the [Safer Federal Workforce Task Force](#).

Vaccine attestations

All contractors who are not participating in NARA's testing program and all visitors (except for museum visitors) must complete a vaccine attestation form to access NARA facilities. Individuals who are not fully vaccinated must present a new, negative COVID-19 test result (or a positive result generated within the past 90 days) in order to access NARA facilities.

Beginning today, please use the [updated form recently issued by the Safer Federal Workforce Task Force](#). This form is substantially the same as the previous form, but the expiration date has been extended to 2025. The Safer Federal Workforce Task Force has updated their form with the same web link as the previous version. Any NARA resource that points to the Task Force's form is now pointing to the correct, new form, and does not require any changes. NARA employees who completed the previous version of this form do **not** need to resubmit this form.

This notice includes updated guidance and procedures for leave and telework flexibilities, quarantine and isolation, daily health screening, COVID-19 testing, and travel. We have updated COVID-19 Fact Sheet #1: Workplace flexibilities, and COVID-19 Fact Sheet #8: Quarantine, isolation, and reporting on-site exposures, to incorporate new travel guidance in the quarantine and isolation tables, and to replace "home isolation" with "isolation" to reflect the possibility of quarantine or isolation at a TDY location. We have updated COVID-19 Fact Sheet #9: Health screening, to replace "home isolation" with "isolation" and modify the health self-assessment questions to allow entry for unvaccinated individuals who have had a close contact or traveled outside their community but have tested positive for COVID-19 in the past 90 days. COVID-19 Fact Sheet #12: Agency Testing Program, COVID-19 Fact Sheet #13: Travel, and NARA's Reentry and Post-Reentry Plan are updated to include all of the changes described above.

For more information on NARA's COVID-19 policies and guidance, go to the [COVID-19 Coronavirus Resources page](#) on the ICN.

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:

[NARA Reentry and Post-Reentry Plan, dated July 18, 2022](#)

[COVID-19 Fact Sheet #1, Workplace flexibilities](#)

[COVID-19 Fact Sheet #8, Quarantine, isolation, and reporting on-site exposure](#)

[COVID-19 Fact Sheet #9, Health screening](#)

[COVID-19 Fact Sheet #12, Agency testing program](#)

[COVID-19 Fact Sheet #13, Travel](#)

If you have questions about this notice, contact:

Micah Cheatham, Chief of Management and Administration

micah.cheatham@nara.gov

Room: 5200

National Archives at College Park

Phone: 301-837-2992