
NARA Notice 2021-014: Additional Phase Two Reopenings

Mon, Oct 19, 2020



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 five more facilities have entered into Phase Two of our [Phased Reopening Plan](#). Based on local public health conditions and the readiness of each facility, I have authorized Phase Two reopening of the following facilities:

- Atlanta Federal Records Center, Ellenwood, GA
- National Archives at Atlanta, Morrow, GA
- National Archives at College Park, MD
- George W. Bush Presidential Library, Dallas, TX
- Seattle Archives and Federal Records Center, Seattle, WA

All five facilities have satisfied all of our Phase Two progression criteria: local public health conditions support reopening; sufficient staff are available; the facility has sufficient supplies of Personal Protective Equipment (PPE); and procedures are in place for safely performing Phase Two work functions, as well as cleaning, social distancing, health assessments, and contact tracing.

These facilities will progress to Phase Two according to the procedures announced in [NARA Notice 2020-191](#). These facilities will not operate at the full Phase Two staffing levels before October 26. Staff should not return to the worksite until you are contacted by your supervisor and have scheduled your return.

I encourage any NARA employee who needs support or assistance coping with the pandemic to 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.

Today's announcement brings us to 23 facilities authorized to enter into Phase Two reopening, 12 facilities in Phase One, and five facilities 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 restore our mission functions and operations.

DAVID S. FERRIERO
Archivist of the United States

If you have questions about this notice, contact:

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