



NARA Reentry and Post-Reentry Plan

October 1, 2021





Each facility's operating status will be aligned with CDC transmission levels.

CDC High Transmission: ≥ 100 new cases or ≥ 10% positivity last 7 days	CDC Substantial Trans: 50-99 new cases or 8%-9.9% positivity last 7 days	CDC Moderate Trans: 10-49 new cases or 5%-7.9% positivity last 7 days	CDC Low Transmission: 0-9 new cases and < 5% positivity last 7 days
Face coverings required for all employees, contractors, and visitors at all times , except when alone in an enclosed office, alone in stack space, or for brief periods when eating or drinking alone.		Face coverings required at all times for employees, contractors, and visitors <i>who are not fully vaccinated</i> , except when alone in an enclosed office, alone in stack space, or for brief periods when eating or drinking alone.	
All employees and contractors who are not fully vaccinated must obtain COVID tests weekly.* Museum visitors will not be required to provide information on vaccination status and no testing is required. Researchers and other public visitors must provide information on vaccination status and unvaccinated persons must provide a negative COVID test result obtained within the past three days.			

Each facility's transmission level is based on the higher of the two local health metrics (new cases or positivity).

Facilities may expand operations after three consecutive weeks (including one week prep) in a lower transmission level.

** Until November 22, 2021. Guidance for unvaccinated persons will be updated closer to the mandatory vaccination date.*



Occupancy and on-site work functions by CDC transmission level.

Public health metrics	High Transmission ≥ 100 new cases or ≥ 10% positivity	Substantial Trans. 50-99 new cases or 8%-9.9% positivity	Moderate Trans. 20-49 new cases or 5%-7.9% positivity	Low Transmission 0-19 new cases and < 5% positivity
Occupancy limits	No more than 25% of staff may enter the building at one time.	No occupancy limits.	No occupancy limits.	No occupancy limits.
Research rooms	Closed.	Open to 50% capacity; by appointment only.	Open to 75% capacity; by appointment only.	Open by appointment only.
Museum exhibits	If no NARA admissions or store, 25% capacity; otherwise closed. Library exterior grounds open to the public.	Open to 50% capacity with timed ticketing; library exterior grounds open to the public.	Open to 75% capacity with timed ticketing; museum stores and food service open; docents may return.	Open with timed ticketing; museum stores and food service open; docents and other volunteers may return.
Public programs	No in-person public programs.	No in-person public programs.	In-person public programs permitted (virtual encouraged).	In-person public programs permitted (virtual encouraged).
Travel	Nonessential travel is prohibited; essential travel is limited.	Nonessential travel is prohibited; essential travel is limited.	Nonessential travel may resume with some restrictions.	Nonessential travel may resume with some restrictions.



The on-site work environment will change at each CDC transmission level.

Public health metrics	High Transmission ≥ 100 new cases or ≥ 10% positivity	Substantial Trans. 50-99 new cases or 8%-9.9% positivity	Moderate Trans. 20-49 new cases or 5%-7.9% positivity	Low Transmission 0-19 new cases and < 5% positivity
On-site work	Volunteers only.	Staff may be required to work on site with notice.	Staff may be required to work on site with notice.	Staff may be required to work on site with notice.
Work schedules	DOs may limit on-site work hours and days based on availability of supervisory staff.	On-site work hours based on employee work schedules. No national limits on on-site work hours per day or PP.	On-site work hours based on employee work schedules. No national limits on on-site work hours per day or PP.	On-site work hours based on employee work schedules. No national limits on on-site work hours per day or PP.
Telework	Teleworkers must telework 5 days per week.	Telework authorized up to 5 days per week per NARA policy	Telework authorized up to 5 days per week per NARA policy.	Telework authorized up to 5 days per week per NARA policy.
Incentive payments	At least 24 hours per pay period.	Incentive payments are discontinued.	Incentive payments are discontinued.	Incentive payments are discontinued.
COVID-19 reasonable accommodations	High-risk employees remain on telework or weather & safety leave.	High-risk employees remain on telework or weather & safety leave.	High-risk employees return to on-site work or telework.	High-risk employees return to on-site work or telework.



Workplace safety procedures to protect your health and the health of others.

Face coverings and physical distancing	Assess your health before reporting for duty	Sign in and sign out of the facility each day	Disinfecting and cleaning
<ul style="list-style-type: none"> • NARA staff, contractors, and public visitors will continue to follow CDC guidance and local public health orders for face coverings and distancing. • In High or Substantial transmission areas: <ul style="list-style-type: none"> - Face coverings are required for all facility occupants. - Meetings and conferences will be held virtually, including for on-site staff. - NARA will limit occupancy in elevators, break rooms, and lunch rooms. 	<ul style="list-style-type: none"> • All staff, contractors, and visitors will continue to take their temperature and assess their health every morning before visiting a facility. • Do not come to work if you feel sick. • Do not come to work if: <ul style="list-style-type: none"> - You have COVID-19 symptoms; - You have tested positive for COVID-19; or - You are not fully vaccinated and have been in close contact with someone diagnosed with COVID-19. 	<ul style="list-style-type: none"> • All staff will continue to sign (or badge) in and out of the facility when working on-site, so we know who's on-site each day. • We will notify you if a person in your facility reports positive COVID-19 test results or symptoms. • If you had close contact (within 6 feet for 15 min. or longer) with a sick coworker, you will be notified; if you are not fully vaccinated, you will be placed on 14-day quarantine (telework or weather & safety leave). 	<ul style="list-style-type: none"> • NARA will continue to provide face coverings, gloves, disinfectant wipes, and hand sanitizer for all staff members. • Staff must wipe down stack door handles, copiers, ladders, streamliners, and other common equipment before and after each use with disinfectant wipes. • Custodial contractors will continue routine disinfecting of hard surfaces and will follow NARA procedures for deep cleaning when needed.



Personnel policies to support increased occupancy at NARA worksites.

More telework is available to more staff	Informal accommodations for high-risk employees	Work schedules may be different	Amenities will be available, with limitations
<ul style="list-style-type: none"> • All employees may request telework up to 5 days per week. • All positions are eligible for recurring telework. • Telework will be granted if it doesn't interfere with agency operations and the employee meets individual eligibility requirements. • Telework opportunities will increase over time. If limited or no telework is available now, it may be available in the near future. 	<ul style="list-style-type: none"> • An employee may request telework up to 5 days per week, through Jan. 31, 2022, if they: <ul style="list-style-type: none"> - Meet CDC definition of being at increased risk for severe illness; - Live with someone else who cannot receive a vaccine; or - Are responsible for the care of someone else whose school or caregiver is not available due to COVID. • Employees may request a permanent accommodation per Interim Guidance 303-1. 	<ul style="list-style-type: none"> • Most employees will return to their pre-COVID work schedules. • Employees who changed work schedules due to COVID may stay on their new schedule or return to their old schedule. • All employees are eligible for maxiflex, but must be available for on-site work on the hours and days that they are needed. • Staff may be assigned work that is different from their pre-COVID work. 	<ul style="list-style-type: none"> • Cafeterias and food services open and vending machines restocked in Substantial or better transmission levels, subject to vendors. • Water fountains will be available to refill bottles but not for drinking. • Fitness centers, gyms, and locker rooms will be open in Moderate or Low transmission. • Exit screening is in place at most impacted facilities. • The A1/A2 shuttle will operate in Substantial or better.