

MEMORANDUM OF UNDERSTANDING  
between  
National Archives and Records Administration  
and  
American Federation of Government Employees Council 260

On March 11, 2020 the World Health Organization declared a pandemic caused by a coronavirus and in the following weeks led to operational changes of NARA facilities nationwide. This coronavirus disease is known as COVID-19 and is the term used in this MOU. The terms and conditions of this agreement only apply during COVID-19 staff recalls and the phased reopening of NARA facilities.

A. DEFINITIONS

1. “Recall” refers to a temporary return to the work site to perform operational work of a limited duration or to conduct specific administrative tasks. In general, recalls will be ad-hoc and based on specific needs.
2. “Phased reopening” refers to the actions necessary to permanently return to normal operations. Facilities may be required to return to a closure status during the reopening process; however, reopening is defined by Management’s *intention* to permanently reopen a facility. These procedures do not address how NARA will conduct phased reopening, except to establish that matters related to reopening are national issues.

B. COMMUNICATION REGARDING RECALLS AND PHASED REOPENING

Recalls and phased reopening during the COVID-19 pandemic are a national issue.

- Management will notify the Council President and Executive Vice President (not the Locals) of any planned recalls. The Council will notify the appropriate Local and/or representatives as needed.
- The Council will provide Management with the names of any representatives who should be permitted to enter a NARA facility to represent BUEs during a recall. Management will not unreasonably deny access to a named representative.

C. RECALL PROCEDURES

1. Identifying recalled staff.
  - To the extent possible, Management will seek volunteers before directing staff to return to the worksite to address recalls.

- If Management needs to direct staff to return to the worksite, Management will make every effort to recall staff who do not have dependent care needs. Management will recall staff on reasonable accommodation last.
- Management may recall staff with dependent care needs or reasonable accommodation if they are needed on site for actions to improve telework productivity (e.g. deploy a laptop, renew PIV card or certificate).

2. Notifications.

- Recalls require a formal notification to the Council. To the extent practicable, the COO or CMA will notify the Council of any planned recalls.
- Notifications should identify cleaning procedures, including planned cleanings (including restrooms adjacent to work areas) to occur before re-entry as well as cleanings that will occur during recall / occupancy.
- Notifications must address what, if any, personal protective equipment (PPE, including disinfectants and hand sanitizer) will be required for use during occupancy and what, if any, will be provided by NARA.
- Notifications will also identify procedures that will be in place to maximize social distancing, if and to the extent practical.

D. RECALLED STAFF

1. Management will provide potential volunteers with information about workplace health and safety procedures being put in place, including the availability and use of PPE and any social distancing measures that are required. To the extent practical, Management will inform volunteers of the availability (or lack thereof) of food service in the facility when / if they are recalled.
2. Management will inform recalled staff as to the location of PPE supplies.
3. Staff may be required to sign-in and sign-out of the facilities in order to trace contacts if a building occupant is exposed to or diagnosed with COVID-19.

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NARA

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AFGE Council 260