

Jimmy Carter Library Research Services Visitor Information: COVID Safety Measures

Research services will look different from the services provided prior to COVID-19. Research visits are by appointment only and require a virtual consultation prior to the onsite visit. Containers of records will be pulled in advance prior to your visit. In addition, we have implemented a number of measures to ensure the safety of our researchers and staff:

- **Face Coverings:** All staff and visitors, regardless of vaccination status, are required to wear a face covering or mask that covers both the nose and mouth. Visitors must provide their own face coverings and Personal Protective Equipment (PPE); NARA will not provide PPE for researchers. Researchers are permitted to wear their own latex or vinyl gloves. Gloves can still be provided to researchers for handling photographs, negatives, and film, as currently required by NARA research room procedures.
- **Physical Distancing:** Follow physical-distancing practices. Work spaces in research areas have been modified to promote physical distancing between researchers. Modifications include:
 - Signage to direct traffic and denote restrooms for researchers.
 - Removal/rearrangement of selected tables and chairs. At arrival, a table number for use in the Research Room will be provided to the Researcher.
 - Water fountain will not be available for drinking. Researchers are permitted to keep a sealed water bottle in their locker.
 - No on-site dining services at this time. The Kitchen at Copenhill is closed until further notice. Researchers are permitted to keep sealable food items and snacks in their locker and these can be consumed in the research lobby or at outdoor seating. No food or drinks are permitted into the Research Room itself.
- **Cleaning and Sanitizing:** NARA follows CDC cleaning guidance. In addition, researchers will contribute to sanitizing procedures by cleaning their assigned tables and equipment before and after their research. Cleaning wipes will be made available. Researchers should wash their hands thoroughly before entering and after exiting research rooms and regularly throughout their visit to the facility. Hand sanitizer will be readily available outside of the research rooms. Additionally, researchers will be encouraged to limit the number of personal items they bring.
- **Records Quarantine:** All record material accessed by a researcher will be quarantined after use for three full days and the records will not be available to other researchers during the quarantine period. *Researchers should be advised that there is the potential that records in use by another researcher during their visit might be impacted by this quarantine policy. Staff will make every effort to avoid this overlap but the possibility does exist.*
- **Limited Research Room Services:** Photocopiers and paper finding aids will not be available to researchers at this time. Paper for taking notes by researchers will be provided on a very limited basis. Researchers are encouraged to take notes using their phone, tablet, laptop, or other device. Use of public access computers is not permitted. Researchers may bring their own equipment (on the approved [NARA list](#)) to copy materials.
- **Contact Tracing:** If a researcher or NARA employee experiences COVID-19 symptoms while in a NARA research room or later reports symptoms, a diagnosis, or a close contact with a person who tested positive for COVID-19, NARA will use contact information collected during the researcher registration process to notify other researchers of a potential exposure.

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- **Facility Notice:** The National Archives and Records Administration, of which the Jimmy Carter Presidential Library is a part, continues to prioritize the health and safety of its employees, contractors, and visitors. Please be advised that, should local public health conditions deteriorate below acceptable levels, the facility may need to be closed in response to such conditions and this possibility should be taken into consideration when planning your visit. Should such an event occur, you will receive advance notice to the extent possible.
- **COVID-19 Self-Assessment:** Those who are sick or do not feel well prior to their arrival to the facility should not come to their appointment. Stay home and seek medical attention as appropriate. All researchers should self-assess via the following questions prior to their arrival at the Library.
 1. Have you experienced any symptoms of COVID-19 in the past 48 hours? Do not include symptoms that are explained by something other than respiratory illness (e.g. allergies, asthma, an illness that has been diagnosed as something other than COVID-19, routine aches, pain, or headaches that you normally experience).
 2. Have you been diagnosed with COVID-19 (with or without symptoms), are you currently waiting on the results of a COVID-19 test due to an exposure or symptoms, or has a health care provider advised you to stay at home or otherwise self-isolate?
 3. Are you a person who is not fully vaccinated, who has been in close physical contact (within 6 feet for longer than 15 minutes) with a person who has been diagnosed with COVID-19 in the past 14 days?
 4. Are you a person who is not fully vaccinated, who has traveled out of the State or region, or out of the country in the past 10 days (with no COVID test) or in the past 7 days (if you have been tested since returning)?

If you answer "Yes" to any of these questions, do not come to your research appointment and please seek medical attention.