



United States Department of the Interior  
NATIONAL PARK SERVICE  
1849 C Street, N.W.  
Washington, DC 20240

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April 5, 2020

Memorandum

To: Regional Directors

From: Deputy Director, Exercising the Authority of the Director /s/ **David Vela**

Subject: Seasonal On-boarding and Summer Operations

As a result of discussions with you and the rest of our Incident Management and USPHS team, we have developed an on-boarding strategy involving our seasonal operational and housing interests.

Captain Newman and her USPHS staff have provided specific guidance involving the need for distancing in NPS housing. Therefore, and until further notice, our goal is to only bring in seasonal employees to support specific operational and housing interests. My guidance to you is as follows:

- Between now and May 24, 2020, we will continue to assess our current operational status (i.e. current closures and or reduced operational status).
- Limit seasonal hires now and through May 24 to only those necessary for current operational status such as law enforcement, fire, and maintenance at the discretion of the Superintendent (unless consultation with a Regional Director is requested).
- We will not on-board seasonal positions that deal with large visitor groups or programming until further notice.
- We will only on-board seasonal employees in shared housing in accordance with USPHS guidance.
- The Incident Management Team has created a new planning group, which will involve field Superintendents, to detail how we will respond and or ramp-up to our current and future operating environment through the development of operational strategies and plans with the involvement of NPS leadership.

We need to ensure that we are appropriately positioning our parks with housing units to prepare for the prospect of quarantine and or shelter-in-place when employees are COVID-19 positive and or symptomatic.

In addition, this guidance provides parks with seasonal workforce support in order to maintain our current operating posture while "ramping-up" when appropriate to protect our workforce, visitors, and the resources that we are entrusted. This guidance will also apply to our concession community as well. Thanks in advance for your assistance with this matter.