



U.S. Department of Justice  
Federal Bureau of Prisons

Washington, D.C. 20534

August 31, 2020

**MEMORANDUM FOR ALL CHIEF EXECUTIVE OFFICERS**

**FROM:**

  
**ANDRE MATEVOUSIAN, ASSISTANT DIRECTOR  
CORRECTIONAL PROGRAMS DIVISION**

**SUBJECT:     MODIFICATION OF CORONAVIRUS (COVID-19) PHASE NINE ACTION PLAN**

This memorandum describes a modification to the Bureau's (BOP) Coronavirus (COVID-19) Phase Nine Action Plan, namely with regard to social visiting. (The other aspects of the Phase Nine Action Plan remain in effect thru September 30, 2020, at which time the plan will be evaluated.)

**SOCIAL VISITS**

Social visiting will resume no later than Saturday, October 3, 2020, in accordance with the guidance below. Wardens will immediately begin developing local procedures to reinstate social visiting. The following guidelines will be incorporated into procedures to protect the health and safety of all inmates, staff, and visitors.

- **Visitation will be non-contact only.** Use of Plexiglas or a similar barrier between inmate and visitors will prevent any contact. In the alternative, if a barrier is not present, social distancing (i.e., 6 feet apart) between visitors and inmates must be enforced.
- The number of visitors allowed in the visiting room will be based on the size of the available space. Institutions will need to measure out 6+ feet between each visitor area to determine the total number of visitors allowed in the room at any time.
- The frequency and number of visitors should be adjusted to ensure all inmates have an opportunity to visit at least twice a month.
- Visiting appointments and/or adjusting visiting times may be necessary. Consideration should also be given to the time needed to clean between visitor groups. Tables, chairs, and other high-touch surfaces must be disinfected between visitation periods.

- Visiting must be conducted as a cohort, e.g. from one housing unit, rather than from all over the institution, to limit potential exposure.
- Inmates in quarantine or isolation will not participate in social visiting.
- Visitors must be symptom screened and temperature checked upon entry into the facility. Visitors who are sick or symptomatic will not be allowed to visit.
- Staff must use masks and gloves to handle any visitor property. Gloves should be changed frequently. Additional PPE will be maintained in the lobby and visiting room.
- Both inmates and visitors must wear face coverings at all times and perform hand hygiene just before and after the visit. Visitors are expected to wear and will be screened for appropriate face coverings (including improper coverings such as bandanas.)
- There will be no physical contact of any kind to include an embrace at the beginning and end of the visit. Additionally, inmates and their visitors will not be authorized to take photographs based on the inability to socially distance themselves.
- Food and beverages will not be allowed. Special provisions must be made to allow for baby formula/food.
- There must be a coordinated entry and exit of visitors to ensure physical distance is maintained. The number of visitors allowed in the lobby will also be determined by measuring the available space.
- All areas, to include lobbies and sallyports, must be cleaned following the completion of visiting.
- All institutions visiting schedules are maintained in a database for publication on the BOP's public website. Any changes to the visiting schedule must be submitted via a HelpDesk ticket to the Advanced Systems Branch so that updates can be made for the public's information. (Updates the Institution Supplement may be made via the same method.)
- Written plans must be developed and submitted to the Regional Director for approval with a copy sent to the Correctional Programs Division by Friday, September 18, 2020.

## Questions

If staff have questions about COVID-19, they may reach out to the agency at the following email box: [COVID19Questions@bop.gov](mailto:COVID19Questions@bop.gov). We appreciate your assistance and cooperation in this important matter.