

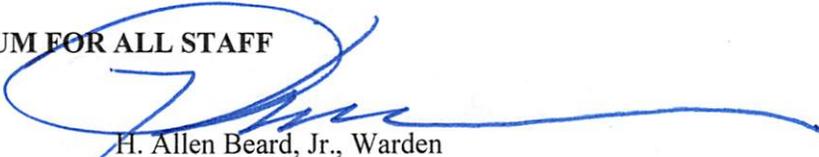


U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

FCI Ashland
State Route 716
Ashland, Kentucky 41105

September 10, 2020

MEMORANDUM FOR ALL STAFF

FROM:  H. Allen Beard, Jr., Warden

SUBJECT: COVID-19 Social Visits

Effective Monday, September 28, 2020, FCI Ashland will begin social visits. The following procedures will be implemented to protect the health and safety of staff, inmates, and visitors. Visits will be conducted and scheduled by Housing Units to limit cross contamination.

Visiting Schedule:

FCI:	Monday	8:45 am – 3:00 pm
	Tuesday	8:45 am – 3:00 pm
	Wednesday	8:45 am – 3:00 pm
	Thursday	8:45 am – 3:00 pm
	Friday	8:45 am – 3:00 pm
Camp:	Saturday	8:45 am – 3:00 pm
	Sunday	8:45 am – 3:00 pm

Visitors are expected to arrive 30 minutes prior to their scheduled visit time. Failure to do so may result in the cancellation of the visit.

Capacity of Visitation:

For each visitation day, there will be four (4), one-hour time slots available: 8:45 a.m. - 9:45 a.m.; 11:00 a.m. - 12:00 p.m.; 12:30 p.m. - 1:30 p.m.; and 2:00 p.m. - 3:00 p.m.

FCI: Seven (7) inmates will be permitted to visit during each one-hour time slot. Two (2) visitors, to include children, will be permitted to visit each inmate.

Camp: Ten (10) inmates will be permitted to visit during each one-hour time slot. Two (2) visitors, to include children, will be permitted to visit each inmate.

Visitation Requests:

- Inmates will submit a request to staff at least one (1) week prior to the requested visitation date. The inmate request should also include the desired time slot.
- Inmates may request two (2) visits per month.

- A visitor must be on the inmate's approved visiting list prior to a request for visitation being submitted.
- There will be no changes or substitutions to the approved visitors after the schedule is finalized.
- Inmate visits will be tracked by Unit Team.

Visiting Procedures:

Masks: Visitors must wear a non-vented face covering (from the time they arrive until they depart). It is the visitor's responsibility to arrange for their own face covering. Face coverings are to be of a solid color with no markings or a surgical mask. Children under the age of two (2) will not be required to wear a face covering. The dress code will be strictly enforced to include wearing a facial covering appropriately.

Screening: Visitors will be screened for symptoms and a temperature check prior to entry into the institution. The screening staff member will apply full Personal Protective Equipment (PPE), which will include a mask, goggles, gown, and gloves. Visitors will be directed to a waiting area to wait on the Front Lobby Officer.

Visitation Procedures: Visitors will present a Title 18 Identification to the Front Lobby Officer. Positive identification will be made. Staff will wear mask and gloves to handle any visitor or their property. Visitors will be directed to store any property into the lockers then wash their hands. Visitors will be directed to a waiting area to wait on the Visitation Escort Officer.

Designated Waiting Areas: Two (2) indoor and one (1) covered outdoor waiting area have been established. All waiting areas will require visitors to remain socially distant. Visual indicators have been placed in each area to demonstrate adequate distances.

Non-Contact Visiting:

FCI: Plexiglass will be used as a barrier between inmate and visitors.

Camp: A distance of seven (7) feet will remain between visitors and inmates. This distance will be clearly marked and strictly enforced.

No physical contact will be allowed. Facial coverings will be required for all. Food, beverages, and personal items will not be permitted. Special provisions will be made to allow for baby formula/food.

Furthermore, to reduce opportunities for close contact amongst visitors, they will be seated in the order they enter the visiting room. When exiting the visiting room, the last visitor seated will be the first to exit. Visitors will be offered and encouraged to use hand sanitizer when exiting the room. Visitors will be escorted to the front lobby, permitted to collect their belongings, and then exit the institution.

Sanitation: Two (2) inmates from each visitation group will clean and disinfect the visiting room after all other visitors and inmates have departed. The inmates will be adequate Personal Protective Equipment and cleaning supplies. When completed, the inmates will be instructed to wash their hands and be visually searched prior to returning to their unit.

After the front lobby is clear of all visitors for the scheduled time slot, an orderly will clean and disinfect all areas including restrooms.

Orderlies will clean any lockers used by visitors once emptied.

November 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
AA Unit	C unit	E Unit	F Unit	G Unit	HA Unit	BA Unit
8	9	10	11	12	13	14
BB Unit	HB Unit	JA Unit	JB	KA	KB	AA Unit
15	16	17	18	19	20	21
BA Unit	R	C Unit	E Unit	F Unit	G Unit	BB Unit
22	23	24	25	26	27	28
29	30	31				
	HA Unit	HB Unit	JA Unit	JA	JB Unit	
KA Unit	KB Unit					
6	7					

Notes

December 2020

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAURDAYAY
29		30	1	2	3	4	5
6		7	8	9	10	11	12
BB Unit	HA Unit	HB Unit	JA Unit	R Unit	JB Unit	AA Unit	
13	14	15	16	17	18	19	
BA Unit	KA Unit	KB Unit	C Unit	E Unit	F Unit	BB Unit	
20	21	22	23	24	25	26	
AA Unit	G Unit	HA Unit	HB Unit	JA Unit	R Unit		
27	28	29	30	31	(Holiday)		
3	4						
	JB Unit	KA Unit	KB Unit				

Notes