MEMORANDUM FOR FCI & SCP INMATE VISITORS

FROM:  
David LeMaster, Warden

SUBJECT: COVID-19 Social Visits

Effective Saturday, June 7, 2022, FCI Ashland will resume social visits. Visits will be conducted and scheduled by housing units to limit cross contamination.

Inmates in isolation and quarantine will not be authorized for social visits. Furthermore, UDC and DHO sanctions will remain in effect for inmates sanctioned to loss of visitation.

The following procedures will be incorporated to protect the health and safety of staff, inmates, and visitors.

Non-Contact Visiting:

There will be no physical contact between inmate and visitors. Inmate and visitors will not be allowed to take photographs or embrace. Food, beverages, and personal items will not be permitted. Special provisions will be made to allow for baby formula/food. Vending Machines will not be accessible.

- FCI: Plexiglass will be used as barrier between inmates and visitors.

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

Visiting Schedule: (Visitor Processing will end at 9:30 am and 2:00 pm)

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<td>FCI:</td>
<td>8:00 am - 11:00 am / 12:00 pm - 3:00 pm</td>
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<td>Camp:</td>
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Capacity of Visitation:

For each visitation day there will be two (2) three-hour time slots available per unit:

8:00 am - 11:00 am / 12:00 pm – 3:00 pm

- FCI: Eight (8) inmates will be permitted to visit during each unit’s designated three-hour time slots. Two (2) visitors to include children, will be permitted to visit each inmate. No Exceptions.

- Camp: Ten (10) inmates will be permitted to visit during each unit's designated three-hour time slots. Two (2) Visitors to include children, will be permitted to visit each inmate. No Exceptions.

Visitor Procedures:

Visitation Procedures: Visitors will present a Title 18 and Identification Card to the Front Lobby Officer. Visitors should only have their vehicle keys and license. Visitors will process through the screening site and be directed to a waiting area to wait on the Visitation Escort Officer.

Visitors will be seated in the Visiting Room. Once seated visitors should remain seated in their designated area unless directed by the Visitation Officers. Visitors will be escorted to the Front Lobby and then exit the institution.

Visitation Requests:

- It is the responsibility of the inmate to ensure visitors are aware of their unit's designated dates for visiting.
- Inmates will submit a request to their Counselor.
- Inmates may request two (2) visits per month. Inmates who have not received a visit will get priority over those requesting a second visit. These inmates will receive a visit prior to the approval of a second visit.
- A visitor must be on the inmate's approved visiting list prior to a request for visit being submitted.
- The visitors and visitation schedule will be finalized one (1) week prior to the scheduled date.
- There will be no changes or substitutions to the approved visitors after the schedule is finalized.
- FCI Ashland staff will continue to review operations and make necessary changes as deemed appropriate.

Thank you for your continued cooperation as we modify and improve our operational response to this national pandemic.