



U.S. Department of Justice

Federal Bureau of Prisons

UNITED STATES PENITENTIARY BIG SANDY

OFFICE OF THE WARDEN

1197 AIRPORT ROAD
INEZ, KY 41224

SEPTEMBER 25, 2020

MEMORANDUM FOR ALL POTENTIAL VISITORS TO USP BIG SANDY

FROM: H. Joyner, Warden

SUBJECT: USP Big Sandy Visitation Procedures – Satellite Camp

Overview:

- It is the inmate's responsibility to ensure you have been informed of the modified visitation procedures and guidelines under COVID-19.
- Visitation will occur on Friday (SHU), Saturday/Sunday (GP) and Federal Holiday's (GP)
- Visitation will be non-contact only.
- Visitation will occur in two (2) hour increments.
- There will be five (5) station available per each two (2) hour increment.
- Due to limited space, a total number of four (4) visitors per one (1) inmate (e.g., 1 adult/3 children, 2 adults/2 children) will be granted/pre-approved per visit.
- There will be no "trade-outs" visitor-for-visitor.
- There will be no physical contact allowed between groups of visitors; nor, mixing of groups allowed at any time during the visitation process.

Inmates Preparing and Requesting a Visit:

- The inmate will submit a request for visitation [minimum] two (2) weeks in advance through an Inmate Request to Staff (cop-out) member addressed to his Counselor/Camp Administrator.
- The inmate must provide information about his anticipated visitors (e.g., who, age, how many).
- The inmate will inform his visitors as to whether or not the visit is approved. If approved, the inmate will inform the visitor of date and time of the visit.
- The inmate will be symptom screened and temperature checked prior to their departure from their Unit [visiting day]. Should they have symptoms of COVID-19, a non-contact forehead temperature ≥ 100.4 °F, decline a symptom screening and temperature check, or refuse to wear a face covering, they will not be allowed to visit.

Visitors Screening and Processing Procedures:

- All visitors must arrive a *minimum* of thirty (30) minutes prior to their visit to allow for adequate time to be screened and processed into the institution.
- All visitors will be screened by a BOP staff member in the outside screening area prior to entrance into any on-site area. **The screening site is located down at the Penitentiary, by the flagpole.**

- Visitors who are sick, have symptoms of COVID-19, a non-contact forehead temperature \geq 100.4 °F, decline a symptom screening and temperature check, or refuse to wear a face covering will not be allowed to visit.
- All visitors must wear an appropriate, non-vented face covering while at the institution (from arrival until departure). Bandana's and neck gaiters are *not* considered approved face coverings.
- Face masks with inappropriate general statements, political statements, pictures/gestures etc., will be considered non-approved.
- Should a visitor provide a physician note stating they cannot wear a face covering for medical reasons, a supervisor will review and determine authorization for admittance. Such will occur on a case-by-case basis.
- Upon completion of the screening process, visitors will drive up to the Satellite Camp and park in the Visitor Parking area.
- Groupings will adhere to social distancing guidelines at all times.
- Prior to admittance to the Visitation Room, all adult visitors will complete the Title 18; as well as, review, sign and date the updated and regulations for visitation under COVID-19. Your signature acknowledges you have read, understand and will abide by all guideline for the duration of your on-site time at the institutions.
- Your information will be reviewed and processed by the Officer.
- Following processing, the Officer will *assign* your seating in the visitation area.
- Visitors will remain in assigned seating for the duration of the visit.

During the Visit:

- There will be no physical contact of any kind to include an embrace at the beginning *or* end. Failure to comply will result in an immediately terminated visit.
- Both parties must wear approved face covering at all times and perform hand hygiene.
- Food and beverages will not be allowed.
- Photographs will not be taken with the inmates, based on the inability to socially distance themselves.
- Use of vending machines has been prohibited during visitation.
- Any special provisions for baby formula/food must be addressed and approved *prior* to the visit.
- There will be no children's play areas available.
- Visitors must keep their small child/children in their allotted/assigned area. Failure to do so may create an environment of cross-contamination and termination of visit.

Conclusion of the Visit:

- At the conclusion of the visit, the Officer will escort the visitors out of the Visitation Room, one group at a time.
- Visitors are to return to their car and depart the institutional grounds.