MEMORANDUM FOR ALL POTENTIAL VISITORS TO USP BIG SANDY

FROM: H. Joyner, Warden

SUBJECT: USP Big Sandy Visitation Procedures - Penitentiary

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 be non-contact only.
- Visitation will occur on Friday (SHU/B1), Saturday/Sunday (GP) and Federal Holiday’s (GP).
- Each unit will have a separate pre-assigned visitation date and time, to minimize cross-contamination.
- Visitation will occur in one (1) hour increments.
- Six (6) slots will be available at each separate pre-assigned date and time (with the exception of SHU) per unit.
- 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 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/Unit Manager.
- 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 the Administration Building. The screening site is located down at the Penitentiary, by the flagpole.
• Those visitors who are sick, 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 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 to determine authorization for admittance. Such will occur on a case-by-case basis.
• Groupings will adhere to social distancing guidelines at all times.
• Prior to processing [thru the metal detector], visitors will complete the Title 18; as well as, the attached form discussing the update rules and regulations for visitation under COVID-19. Visitors must sign and date to acknowledge they have read, understand and will abide by these guidelines.
• Once your forms are completed the Officer at the front desk will review and process your forms.
• Following processing, the Officer at the front desk will assign you a table to set until another Officer escorts you to the Visitation Room.
• You will be escorted into the Visitation Room one group at a time.
• The Officer will assign your seating in the Visitation Room, where you are to remain 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 each group out of the Visitation Room, one group at a time.
• Visitors may pick up any of their items retained in the locker area; then, immediately depart the facility, return to their cars and vacate the institutional grounds.