



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 - 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.