



UNITED STATES GOVERNMENT
Memorandum
FEDERAL BUREAU OF PRISONS
Federal Correctional Complex
Coleman, Florida 33521

Federal Correctional Complex- Low

October 23, 2020

SUBJECT: Social Visits; Low

Modified visitation has resumed. All visits are to be scheduled by the Inmate through their Unit Team. This memorandum describes the visitation procedures for FCC Coleman-Low based on the new guidelines established with modifications to the Bureau's (BOP) Coronavirus (COVID-19) Phase Nine Action Plan.

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

- **Quarantine/Isolation.** Inmates on Quarantine or Isolation status will not be permitted visits. It will be the responsibility of the visitor to check with the institution before arriving to ensure the scheduled visit can still take place.
- **Visitation will be non-contact only.** There will be no physical contact of any kind, to include an embrace at the beginning and end of the visit. Floor markings will be utilized to enforce social distancing and prevent physical contact. Six feet apart between visitors and inmates will be enforced. Fondling, indiscreet contact, or any other physical contact will be cause for immediate termination of the visit with disciplinary action taken against the concerned inmate. Violations of the personal contact regulations will be cause for removal of the particular visitor from the inmate's approved visiting list.
- **Visitor symptom screened.** All inmate visitors will have their temperature checked and be screened for symptoms upon entry into the Complex. The Screening Site is located in the parking lot at our Training Center. All visitors will be issued a date stamped ticket that will be required to present to the front lobby officer to be admitted into the institution. Visitors who are sick or symptomatic will not be allowed to visit.

- **PPE.** Inmates and all visitors (2 years of age and older) must wear face coverings at all times and perform hand hygiene before and after visits. Improper face coverings, such as bandanas, neck gators, and masks with vents, will not be authorized. Surgical mask or N-95 mask are the only approved face covering for visitors. There will be **no** medical waivers for not wearing a mask. Inmate visitors with these improper coverings will not be permitted to visit. Staff will use masks and gloves to handle any visitor property. Gloves should be changed frequently. **Visitors will be required to provide their own PPE.**
- **Frequency.** The frequency and number of visitors has been adjusted to ensure that all inmates have an opportunity to visit at least twice a month. Visitation will be conducted with two sessions per day. The established visiting schedule will be posted to TRUlinks for the inmate population and on the complex website for visitors (See attached schedule).
- **Visiting appointments.** All visits must be approved in advance by the Unit Team. Inmates wishing the opportunity to visit must submit an inmate request form (BP-A0148) to his/ her Unit Team no later than seven days prior to the requested date. The request will indicate a requested date and time for the visit. Once approved, the inmate will be placed on a call out for the Visiting Room for the scheduled day of the visit. Visiting will be conducted as a cohort, e.g. from one housing unit at a time, rather than from all over the institution, to limit potential exposure.
- **The number of visitors allowed.** The number of visitors allowed will be limited to two visitors per inmate of any age. The total number of inmates in the visiting room will not exceed ten inmates at any given time.
- **Inmate photographs.** Inmates and their visitors will not be authorized to take photographs based on the inability to socially distance themselves.
- **No food and beverage.** Food and beverages will not be allowed. Visitors will not be permitted to purchase food from the vending machines, or enter the Visiting Room with money of any kind. Special provisions will be made to allow for baby formula/food. All visitation room bathrooms will be secured when not in use.
- **Sanitation of the areas following visits.** All areas to include the Front Lobby, Sallyports, and Visiting Room will be cleaned following the completion of visiting and in between visits.
- **Visiting entrance and exits.** There will be a coordinated

entry and exit for visitors to ensure physical distance is maintained. There will be designated parking for visitors at each institution after successfully clearing the screening site, as parking at the training center will **not** be permitted. The number of visitors allowed in the Front Lobby will be limited to four (4) based on the available space. The sallyport of the institution has a capacity of six people at a time, including the escorting staff.

- **Visiting schedule posted on internet.** FCC Coleman will submit the visiting schedule on the BOP's public website. The inmate population will receive procedures on the visiting regulations regarding inmate and visitor's responsibilities. Visitors are not allowed to enter the institutional grounds prior to 30 minutes before their scheduled visit. Visitors will not be processed after 9:30 a.m. for the first visiting session or 2:00 p.m. for the second visiting session.

VISITATION SCHEDULE

	Time	Thursday	Friday	Saturday	Sunday	Monday
1st Week	8:15- 9:30	SHU	C-A Unit	A-A Unit	A-A Unit	B-A Unit
	10:00- 11:15	SHU	C-B Unit	A-B Unit	A-B Unit	B-B Unit
	11:45- 1:00	SHU	C-C Unit	A-C Unit	A-C Unit	B-C Unit
	1:30- 2:45	SHU	C-D Unit	A-D Unit	A-D Unit	B-D Unit
2nd Week	8:15- 9:30	SHU	A-A Unit	B-A Unit	B-A Unit	C-A Unit
	10:00- 11:15	SHU	A-B Unit	B-B Unit	B-B Unit	C-B Unit
	11:45- 1:00	SHU	A-C Unit	B-C Unit	B-C Unit	C-C Unit
	1:30- 2:45	SHU	A-D Unit	B-D Unit	B-D Unit	C-D Unit
3rd Week	8:15- 9:30	SHU	B-A Unit	C-A Unit	C-A Unit	A-A Unit
	10:00- 11:15	SHU	B-B Unit	C-B Unit	C-B Unit	A-B Unit
	11:45- 1:00	SHU	B-C Unit	C-C Unit	C-C Unit	A-C Unit
	1:30- 2:45	SHU	B-D Unit	C-D Unit	C-D Unit	A-D Unit
4th Week	8:15- 9:30	SHU	C-A Unit	A-A Unit	A-A Unit	B-A Unit
	10:00- 11:15	SHU	C-B Unit	A-B Unit	A-B Unit	B-B Unit
	11:45- 1:00	SHU	C-C Unit	A-C Unit	A-C Unit	B-C Unit
	1:30- 2:45	SHU	C-D Unit	A-D Unit	A-D Unit	B-D Unit