



U.S. Department of Justice
Federal Bureau of Prisons
Federal Medical Center Carswell
Fort Worth, Texas 76127

Institution Temporary Visitation Plan

OPI: Correction Services

Number:

Date: September 18, 2020

SUBJECT: Temporary Social
Visiting Plan

1. **PURPOSE AND SCOPE:** The purpose of this Institution Supplement is to establish local procedures for inmate visiting procedures at the Federal Medical Center (FMC), and Satellite Prison Camp (SPC) Carswell, Fort Worth, Texas.
2. **Cleaning/Screening Procedures/PPE:** Sanitation for Front Entrance, Escort Sallyport, and Visitation Room will be conducted before and after each block of scheduled visitation time.

Orderlies for specific areas such as Front Lobby, Control Center Sallyport, and Visitation Room will have inmate orderlies supervised by staff to ensure disinfectant is utilized, soap is replaced in dispensers, and hand sanitizer is filled.

Door handles, property containers at X-ray scanner, bathrooms, wall frames inside sallyport, and chairs will be sprayed with "The Guardian" all-purpose disinfectant and sit for 3 minutes before wiped down.

The cleaning times will occur before and after every scheduled visit.

Staff gloves and cleaning chemicals will be stocked at the end of each visitation day in preparation for the following day.

Visitors will be directed to the COVID Medical Screening Site located at the Back Gate of the institution. Visitors will be given directions on how to document the medical screening form and present their face mask for viewing. Visitors will receive a temperature reading by certified personnel. Visitors who are sick or symptomatic will not be allowed to visit.

PPE (Personal Protective Equipment) is clothing and equipment used to ensure personal safety in the workplace. PPE minimizes exposure to hazardous materials or illnesses.

Staff are mandated to utilize authorized face coverings, specifically masks.

Staff are to doff "remove" latex gloves frequently when touching visitor property.

PPE such as masks and nitrile gloves are accessible throughout the institution. Masks and nitrile gloves will be accounted for daily to ensure PPE is present at all times for the Front Lobby and Visitation Room.

3. FMC Visiting Room Capacity and Procedures:

Visitation will be non-contact only.

Sixteen (16) inmates in the hospital visitation setting and fourteen (14) inmates in the camp visitation setting will be limit of spaces due to 6 feet distancing in all areas from visitors in the visitation room based on the size of available space.

Visitation Room has been arranged to allow a maximum total of two (2) adult visitors per inmate; age 16 and above is considered adult. Children will be escorted with the adult and must stay on the lap of the adult. Two children total will be permitted in. Two children will be permitted to stay on the adult visitor's lap. If only one adult and two children, one child must utilize the chair next to the adult and the other will sit on the adult visitor's lap. If children do not stay with the adult visitor, the visit will be terminated. The children are not authorized to be in any other area other than the adult visitor's lap.

Inmates and visitors, to include children, will sit 6 feet

apart for required distancing and utilize a required mask.

All visitation room bathrooms will be secured; staff will advise visitors when to proceed to the bathroom area so door can be unsecured and at completion of usage the door will be secured.

Microwaves will be removed and relocated to avoid usage. Vending machines will be inaccessible.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embracing, are **strictly not allowed**.

Inmate / Visitors photograph program is not authorized.

Photographs will remain unauthorized for social distancing precautions.

Any physical contact will terminate the visit immediately.

Visitors will have their temperature and symptom screening taken at the back gate by staff. Visitors' temperature will have to be within CDC guidelines in order to enter the institution property. If any visitor of the group has a temperature outside of the CDC guidelines of screening, all the visitors will be turned away.

4. FCI Visiting Days:

Friday, Saturday, Sunday, and Monday

5. Unit Rotation:

Week 1: Friday - 1 South; Saturday - 3 South; Sunday - M2 and CC5; Monday - 1 North

Week 2: Friday - Unit 6 / NCC; Saturday - 2 South; Sunday - 2 North; Monday - 1 South

Week 3: Friday - M2 and CC5; Saturday - 1 North; Sunday - NCC/Unit 6;

Week 4: Friday - 2 North; Saturday - 3 South; Sunday - 2 South;

6. FCI Visiting Schedule:

The visitation hours will be:

Block #1 - 8:15 a.m. - 9:45 a.m.

Block #2 - 10:45 a.m. - 12:15 p.m.

Block #3 - 1:00 p.m. - 2:30 p.m.

Visitation will be conducted with a designated housing unit per day to avoid cross contamination to limit potential exposure.

Visitation will be Friday through Monday; 3 scheduled visit blocks.

7. Satellite Camp Capacity: Fourteen (14) inmates in the camp visitation setting will be the limit due to 6 feet distancing in all areas from visitors in the visitation room based on the size of available space.

8. Satellite Camp Visiting Days: Saturdays and Sundays

9. Satellite Camp Visiting Schedule:

Saturday - East side; Sunday - West side

The Camp will alternate Saturdays and Sundays weekly.

10. Special Housing Visitation: Inmates housed in SHU will not be restricted from visitation, unless as sanctioned by the UDC or DHO. Inmates housed in SHU will receive visits via video visiting. Inmates will be afforded an opportunity to have two visits a month. The visit will consist of two consecutive sessions for a total of one hour of visitation. Inmate visitors will be scheduled in the system for a specific block through the inmate's unit team. Staff will need access to TRULINCS Video and Schedule SHU Visit permission to schedule inmates in SHU for a visit. Once a SHU inmate visitor arrives and is processed at the front lobby, staff must login into TRUNET and launch TRULINCS Video to schedule a time for the visitation to start.

The scheduling staff member must consider the time of scheduling, the visitor's movement to the Camp, and the inmate's movement to the SHU Law Library. When scheduling the visit, all items marked in red must be filled in for the next step in the process. Once two consecutive sessions are scheduled and saved, print and give the visitor's report to the inmate's visitor so they can go to the Camp and login at the Camp Attorney room.

The Camp Visitation Officer will process the visitor in and allow them access to the Attorney room to log on to conduct video

visitation. If inmates have back to back sessions with their visitor (which they will have the two consecutive sessions), they need to log out after each completed session then log back in to begin the next session after the five minutes has elapsed.

Once the SHU inmate visitor is logged in, the Camp Visitation Officer will coordinate with SHU staff so the inmate can log in for the visit. The video visit process is the same as regular video visiting we currently offer to compound inmates.

11. Inmate Responsibilities and Expectations: Inmates will wear authorized face coverings (mask) when attending visitation.

Inmates will not attend visitation with masks that have graffiti or any writing. The mask must be clean and not altered.

Inmates are to wash their hands in the inmate visual search room before entering the visitation room.

Inmates are responsible for notifying their visitors of the rules and regulations for visitation.

Inmates restricted to the Quarantine Unit and Isolation Unit will not be participating in social visiting.

All inmates will be provided with a visitation approval request form to sign up for visitation.

A schedule for visitation will be posted in all units to notify inmates of visitation dates and times.

When visitation forms are returned to unit team for approval inmates will be notified normally a week in advance of her approved visitation date.

Approval for inmate visitation will be determined by space availability as well as the distance of the inmate that is notated in Sentry, due to travel distance of the family members.

All inmates assigned to A&O will be afforded an opportunity to submit a visitation form for approval of family members.

Inmates that are approved for visitation will be allowed only two adult visitors and two children per visit for a total of four visitors.

12. Visitor Expectations: Visitors are mandated to wear face coverings (mask) at all times while inside the institution. CDC guidelines report children two years of age and older wear a mask and wear a mask correctly when in public and when around people they don't live with.

Visitors will be screened for proper coverings; bandanas and mask with exhale filters / ventilators are not authorized.

Visitors are allowed to wash their hands in the front lobby visitor's bathroom.

Visitors will be required to utilize hand sanitizer at entrance of institution and exit of visitation room.

Visitors will not be permitted to use a car service such as Uber, Lyft, taxi, etc. This will limit exposure to the visitors entering the institution. Visitors will transport themselves to and from the institution in their own vehicle. Visitors for one inmate will ride together, no share riding when coming from different households. No visitors will remain in vehicles.

The institution will ensure BP-A0224 (June 10) Notification to Visitors forms are outside in a designated area to retrieve and fill out. The visitors will also complete an acknowledgement form for the visitation rules and turn both forms into staff.

Visitors complete the form and turn it in to staff at the front lobby doors.

Front Lobby will verify approved visitors in the Visitors Program and provide the visitor with a paging system device so he/she (visitor) can enter the lobby and begin processing when notified.

Eight (8) Visitors total will be allowed to be in the lobby area for required distancing.

Visitors exiting the Visitation Room will be escorted out eight (8) at a time if all visitors stay to the end of session. Visitors will be instructed by escorting staff on where to proceed and control the spacing of all visitors.

The Control Sallyport advises no more than eight people at a time, therefore four visitors and one staff is sufficient.

13. Vending and Personal Belongings: Food and beverages will not be allowed for purchase or brought into the institution.

Vending Machines, Microwaves, and Community Water Fountain will not be utilized in the visitation room.

Cash money; paper and coins are not allowed inside the visitation room.

One (1) clear baby bottle (no glass). The bottle cannot be of color or frosted. Staff must be able to see the contents.

One (1) un-opened container of baby food; 1 (1) baby spoon.

One (1) diaper with one (1) small container of wipes.

One (1) clear see-through bag to contain all baby items in.

Approved by:



Warden

DISTRIBUTION:

Warden

Associate Wardens

Executive Assistant/Satellite Operations Administrator

Department Heads