U.S. Department of Justice
Federal Bureau of Prisons
FCI El Reno, Oklahoma

Institution Temporary Visitation Plan

OPI: Captain
NUMBER:
DATE: September 9, 2020
SUBJECT: Temporary Social Visiting Plan

1. **Purpose and Scope:**

The purpose of this plan is to provide information on local procedures for social visiting within the Federal Correctional Institution (FCI) and Satellite Prison Camp (SCP).

2. **Cleaning/Screening Procedures/PPE:**

An inmate from each general population housing unit at the FCI and each range at the SCP will be assigned to the visitation room on the day the housing unit/range is scheduled for social visitation. The inmate orderly will be responsible for performing sanitation procedures on each visitation booth (to include all countertops, chairs, etc.) prior to the visitation room being opened for the day, at the completion of each social visit, prior to additional visitors being escorted to the visitation room, and at the completion of the visitation day.

The institution front lobby will be equipped with an ample amount of appropriate PPE (face coverings, gloves, etc.) to allow staff to wear required PPE when screening incoming visitors, and searching any visitor personal property.

The institution front lobby, entrance, and exit Sallyport areas will be sanitized hourly, and at the completion of each social visitation day.

All incoming visitors will be screened prior to entry into the institution front lobby area. Screening will include temperature checks, and COVID-19 symptom screening using the most current Enhanced Screening Tool for Staff / Contractor / Visitor. Any visitor who is sick or symptomatic will not be allowed to visit. The Institution Duty Officer (or designee) will be called to the screening site and will deny entry to any visitor(s) who are identified as sick or symptomatic. Those identified as sick or symptomatic will be instructed to the leave the property immediately.

All inmates will be screened for COVID-19 symptoms and temperature checked prior to their social visit. Visitation staff will screen FCI inmates at the inmate entrance to the visitation room prior to entry into the FCI visitation room. Visitation staff will screen SCP inmates prior to entry into the SCP visitation room. Any inmate who is sick or symptomatic will not be allowed to visit and will be placed in isolation.

3. **Visiting Room Capacity and Procedures:**

The maximum number of inmates allowed in the visitation room at one time has been determined to be 13 at the FCI and eight at the SCP. Each inmate will be allowed a maximum of two visitors per visit at the FCI and SCP. The total number of visitors allowed in the visitation room at one time has been determined to be 26 at the FCI and 16 at the SCP.

4. **Visiting Days:**

Beginning Saturday, October 3, 2020, social visiting will be conducted on Monday, Tuesday, Wednesday, and Thursday at the FCI and Monday, Tuesday, and Wednesday at the SCP. Visiting will also be allowed on all federal holidays. A schedule will be distributed to the inmate population, which will outline visitation days for each housing unit/range. This schedule will include which unit will visit on the federal holiday. A schedule adjustment will be made for federal holidays which do not fall on a normally scheduled visitation day.

Inmates will only be allowed to visit for one hour with a maximum of two visits per month.

5. **Visitation Will be Non-Contact Only:**

All social visits will be non-contact, to include no embrace at the beginning or end of the social visit.

A Plexiglas barrier will be placed in the designated visitation room. This barrier will establish separate booths for multiple inmate and visitor use.

Inmates and visitors will have a separate entrance and exit.

6. **Unit Rotation:**

The housing unit schedule will rotate each week, to allow inmates different days of the week to conduct social visiting. This will afford inmates assigned to the FCI the opportunity for social visits on four separate days within each month, and will limit potential exposure or cross-

contamination between housing units. The SCP will follow the same procedures; however, the inmates will visit during their ranges assigned day. Visiting at the SCP will be three days a week and the assigned day for each range will rotate each week.

7. **Visiting Schedule:**

Social visiting within the FCI will operate on the following days and hours:

- Monday from 8:00 a.m. to 3:00 p.m.
- Tuesday from 8:00 a.m. to 3:00 p.m.
- Wednesday from 8:00 a.m. to 3:00 p.m.
- Thursday from 8:00 a.m. to 3:00 p.m.

Social visiting at the SCP will operate on the following days and hours.

- Monday from 8:00 a.m. to 3:00 p.m.
- Tuesday from 8:00 a.m. to 3:00 p.m.
- Wednesday from 8:00 a.m. to 3:00 p.m.

The visitation schedule is subject to change. Inmates are encouraged to check the visitation schedule weekly for changes. All visitation schedules and changes will be posted on TRULINCS.

8. **Special Housing Unit/Quarantine/Isolation Visitation:**

Inmates housed in Special Housing Unit will be afforded one-hour of social visiting per day Monday through Thursday. Social visits will be afforded to inmates on a first come, first serve basis.

Inmates housed in quarantine or isolation units will not be allowed to participate in social visiting.

9. **Inmate Responsibilities and Expectations:**

All inmates will be required to wear face coverings upon arrival to, and departure from the visitation room, and throughout the entire social visit.

Inmates will be required to inform their visitor of their assigned visitation day. Inmates will also be required to inform their visitors that all visits will be on a first come, first serve basis.

10. **Visitor Expectations:**

All visitors will be required to wear face coverings upon

arrival into the institution front lobby area, throughout the entire social visit, and at the completion of the social visit and departure from the institution front lobby area. Single layer face coverings (including but not limited to balaclava, bandanas, and neck gaiters) and face coverings with exhalation valves or vents will not be authorized.

Information will be posted on the institution BOP website concerning appropriate face coverings allowed inside the institution, as well as the first come, first serve visitation process.

Visitors will be instructed to park in the visitor parking lot after completion of the screening process. Staff assigned to the Screening Shack will coordinate with Front Lobby staff and Visitation Room staff in order to ensure the visitation room visitor limits are not exceeded. If visitor limits are at capacity, the visitor will be asked to leave and return at the next open available visiting spot. Once the visiting room reaches full capacity, a limited number of parking spaces will be available for visitors to wait for their visiting time. A pager will be issued to the visitor, which will vibrate and light up when you visiting slot is available. At that time, you will return your pager to the screening shack and report to the front entrance of the institution.

11. Vending and Personal Belongings:

Food and beverages will not be allowed to be consumed during social visiting. Visitors will only be permitted to carry two diapers and one baby bottle into the visitation room. Baby food must be store-bought and in its original sealed container; items must be stored in a small see through bag. No strollers or child carriers will be allowed.

12. Photographs

Photographs will not be allowed to be taken during social visiting.

Approved by:

S. R. Grant, Warden

DISTRIBUTION:
Warden
Associate Wardens
Executive Assistant
Department Heads