



U.S. Department of Justice
Federal Bureau of Prisons

Federal Correctional Complex

- ☐ *Administrative Maximum Security Institution*
- ☒ *High Security Institution*
- ☐ *Medium Security Institution*
- ☐ *Minimum Security Institution*

September 15, 2020

MEMORANDUM FOR

JEK
J.E. KRUEGER, REGIONAL DIRECTOR
NORTH CENTRAL REGION

FROM:

JAB
J.A. Barnhart, Warden

SUBJECT:

USP Florence Social Visiting Procedures

Beginning October 3, 2020, social visiting will resume in accordance with the following guidelines to protect the health and safety of all staff, inmates, and visitors:

- **Visitation will be non-contact only.** There will be no physical contact of any kind to include no embrace at the beginning or end of the visit. See-through barriers will be utilized to ensure physical contact does not occur between inmates and visitors. Additionally, inmates and their visitors will not be authorized to take photographs based on the inability to socially distance.
- Visiting requests will be telephonically scheduled in advance with the inmate's Unit Counselor, no later than two weeks prior to the visit. Visits will be scheduled on a first come first serve basis, with each housing unit visiting separately as scheduled below.
- To satisfy social distancing requirements, the maximum allowable visits will be limited to twelve (12) inmates and twenty four (24) visitors in the visiting room. Each inmate will be allowed a maximum of two (2) visitors, including children, per visit. Each visit will be limited to one and half (1.5) hours to afford every inmate the opportunity for two (2) visits per month. The time blocks will be as follows:
 - 8:00 a.m. – 9:30 a.m., 11:00 a.m. to 12:30 p.m., 1:30 p.m. to 3:00 p.m.

Visitors will be required to remain in the visiting room for the entire one and a half hour period to prevent cross contamination between visitors and to allow for sanitation of the visiting room.

- Thirty minutes (30) minutes in between visiting rotation will be dedicated to sanitation of high touch area of visiting room and front lobby. Additionally, all areas, to include lobbies and sally ports will be cleaned following the completion of visiting each day.
- The days of operation for social visiting for general population inmates will be Saturday, Sunday, and Monday. Visiting for BA, DB and SHU will be conducted on Monday. Inmates in quarantine or isolation are not permitted to participate in social visiting.
- Visitor traffic will be stopped at the Complex COVID Screening Site to be screened for temperature and symptoms prior to admittance to institution grounds. Display signs, in English and Spanish, are posted directing visitors to stop for screening. Any visitor(s) who has a temperature of 100.4 or greater, and/or is symptomatic will not be permitted past the Complex COVID Screening Site. Institution staff who are screening visitors will be in full protective equipment, to include: masks, gloves, and eye protection. All visitors traveling in the same vehicle will be denied entry if any occupant cannot clear the screening site. All visitors will be asked the following questions:

New On-Set Cough # of Days _____ ☐ Yes ☐ No

New Onset Trouble Speaking/ Difficulty Breathing ☐ Yes ☐ No

Fatigue ☐ Yes ☐ No

Muscle or Body Aches ☐ Yes ☐ No

Sore Throat ☐ Yes ☐ No

New Loss of Taste or Smell ☐ Yes ☐ No

Stuffy/Runny Nose ☐ Yes ☐ No

Nausea or Vomiting ☐ Yes ☐ No

Diarrhea ☐ Yes ☐ No

- Both inmates and visitors must wear face coverings at all times and perform hand hygiene before and after each visit. Each visitor will be issued a disposable mask at the Complex COVID Screening Site. Visitors are required to wear this mask upon entry into the institution. No personal masks will be allowed into the institution. Staff assigned to the Front Lobby and Visiting Room will be in the proper PPE at all times, to include gloves and masks.
- Alcohol based hand sanitizer is available for use at the front lobby and exit areas.
- Once inside the visiting room, visitors will report to the officer's station to be seated in an assigned area. Directional signs have been posted to prevent cross contamination during visits.
- Food and beverages are not permitted during the visit. Exceptions will be for infant formula/food, which must be brought to the attention of visiting staff upon arrival. All vending machines are off limits and monetary currency will not be

allowed in the visiting room.

- The children's room will be secured during visiting. Children will remain inside the designated visiting area at all times once seating has been assigned.
- Inmates are responsible for ensuring their visitors are aware of all rules and regulations for social visiting. Failure to follow the rules of social visiting will result in termination of the visit and/or disciplinary actions.

The visiting rotation for October-December 2020, is identified below. Subsequent monthly rotations will be disseminated prior to the beginning of each month.

October 3, 2020 – CA Unit
October 4, 2020 – CB Unit
October 5, 2020 – DA Unit / BA, DB, SHU secure side only
October 10, 2020 – EA Unit
October 11, 2020 – EB Unit
October 12, 2020 – CA Unit / BA, DB, SHU secure side only
October 17, 2020 – CB Unit
October 18, 2020 – DA Unit
October 19, 2020 – EA Unit / BA, DB, SHU secure side only
October 24, 2020 – EB Unit

November 7, 2020 – CA Unit
November 8, 2020 – CB Unit
November 9, 2020 – DA Unit / BA, DB, SHU secure side only
November 14, 2020 – EA Unit
November 15, 2020 – EB Unit
November 16, 2020 – CA Unit / BA, DB, SHU secure side only
November 21, 2020 – CB Unit
November 22, 2020 – DA Unit
November 23, 2020 – EA Unit / BA, DB, SHU secure side only
November 28, 2020 – EB Unit

December 5, 2020 – CA Unit
December 6, 2020 – CB Unit
December 7, 2020 – DA Unit / BA, DB, SHU secure side only
December 12, 2020 – EA Unit
December 13, 2020 – EB Unit
December 14, 2020 – CA Unit / BA, DB, SHU secure side only
December 19, 2020 – CB Unit
December 20, 2020 – DA Unit
December 21, 2020 – EA Unit / BA, DB, SHU secure side only
December 26, 2020 – EB Unit