

Special Visiting Schedule and Procedures

Visiting schedule and procedures have been modified in response to the COVID-19 pandemic. Please review and familiarize yourself with the revised schedule and procedures for the visiting institution prior to your arrival to expedite the screening process in the Front Lobby and/or screening site.

1. All visitors are required to wear a mask or face covering prior to entering the Front Lobby or screening site and at all times while on institution property. The mask or face covering must cover the nose and mouth.
2. The mask or face covering should be plain and cannot be bandana material or style.
3. All visitors are required to clear a temperature check and complete a symptom screening form prior to visitation.
4. Visitation is no-contact. Physical contact is strictly prohibited at all times.
5. Any violation of the no-contact protocols may result in the visit being terminated.
6. The children's play area will be closed.
7. Vending machines will be closed.
8. Social distancing may cause number of visitors per inmate to be limited.
9. Review the attached schedule for revised days of the week, hours, and length of visitation.

Your adherence to these rules is appreciated for the safety of the inmate population and the public.



U.S. Department of Justice

Federal Bureau of Prisons

Federal Detention Center

Office of the Warden

351 Elliot Street
Honolulu, Hawaii 96819

October 2, 2020

MEMORANDUM FOR M. RIOS, REGIONAL DIRECTOR
WESTERN REGION

FROM: 
Estela Derr, Warden
FDC Honolulu

SUBJECT: Social Visiting Procedures -**Amended**
Federal Detention Center, Honolulu

The following procedures is an amendment to the one submitted on September 16, 2020. Social Visiting began on Tuesday, September 29, 2020.

- Visitation will be non-contact only.
- To ensure non-contact visits, clear plastic shields serve as one barrier between inmate and visitor. Each barrier is approximately six-feet high and six-feet wide. Additionally, Plexiglas barriers will continue to be used during every legal visit to ensure a barrier is maintained between inmate and counsel.
- Inmates must wear face coverings at all times and perform thorough hand washing before and after the visit.
- There will be no physical contact of any kind. This includes no embracing at the beginning or end of the visit. Additionally, inmates and their visitors will not be authorized photographs.
- Each Inmate will be authorized two visitors and one visit on any scheduled day. Visitors should come from

the same household from the island of Oahu. Each visitor must be on the approved visitation list. Visitors for Pretrial Inmates and State of Hawaii inmates will be limited to immediate family members only.

- The total number of inmates allowed within the visiting room is **four** from the same housing unit.
- A child, regardless of age, will be counted as one person. Should the child require care, such as diaper change, feeding, etc., the visit will end. There will be no in/out privileges for visitors. Children over the age of 16 are required to have a government issued identification card.
- Given the current State and Local government requirements for travel quarantine, no special visits from the outer islands or State will be permitted.
- Inmates housed in the Special Housing Unit, under quarantine, or in isolation will not participate in social visiting.
- The schedule affords each inmate an opportunity to visit at least twice a month.
- The hours of Social Visiting are 7:00 a.m. - 6:30 p.m. Visits will occur in 90 minute blocks, scheduled at two hour intervals. This allows for the visiting room staff to ensure all chairs and surfaces are sanitized between every rotation.
- Inmates will submit electronic cop-out requests to unit management staff for approval. A call-out system will be utilized to identify approved inmate visits.
- **Sanitation:** The orderlies assigned to the "CCS orderly" work detail will practice enhanced sanitation measures each evening.
- All visitors shall complete a COVID-19 Screening form and temperature checked in the front lobby. Visitors who are sick or symptomatic will not be allowed to visit. In addition, visitors will not be authorized entry if they are not wearing a proper face covering or if they refuse to be screened.

- COVID-19 Screening forms will be retained with each visitor's completed Title XVIII form.
- Visitors will wait and practice social distancing. Approved face coverings must be worn
- Visitors must wear proper face covering at all times from entry into the facility until they leave the building. Neck gaiters, face masks with valves or similar openings, and bandanas are not authorized.
- A visitor may choose to don a clear plastic face shield, in addition to proper face covering. At no time will a face shield be permitted without a proper cloth face covering the nose and mouth.
- Visitor restrooms will be available in the lobby area only.
- Water fountains and vending machines will also be marked as off-limits during inmate visiting. Food and beverages will not be allowed in the visiting room.
- All visitors and staff will perform hand sanitizing procedures prior to entering the visiting room. Sanitizing stations are also available in the visiting room.
- Staff will don proper PPE when handling any visitor property, to include paperwork, when performing symptom screening or when the visitor is asked to remove their face covering for identification or to inspect for contraband. Gloves should be changed frequently with proper handwashing employed. Additional PPE for staff will be maintained in the visiting room.
- There must be a coordinated entry and exit of visitors to ensure **six feet** physical distance is maintained. Social distancing stickers have been implemented to ensure distance is maintained.
- In addition, seats in the lobby will be marked "not for use" with colored tape. This will allow **six feet** of distancing. Only two visitors are authorized to sit on benches in the lobby area.
- All areas, to include high-touch zones in the lobbies and sallyports, will be sanitized following the completion of

each block of visiting.

- The visiting schedules will be forwarded to both the inmate population and Central Office for publication on the BOP's public website.
- To ensure separation status is maintained, Unit Management will schedule all social visiting blocks and enter the social visiting as SENTRY Callouts.

**FEDERAL DETENTION CENTER
HONOLULU
LEGAL / SOCIAL VISITING PROCEDURES**

- Limit of two visitors per inmate
- Visiting request is initiated by the inmate for a specific block of time.

VISITING DAY	UNIT	SOCIAL VISITS	LEGAL VISITS
MONDAY	*	NONE	8:00 A.M.- 2:00 P.M.
TUESDAY	5B	7:00 A.M.- 6:30 P.M.	8:00 A.M.- 2:00 P.M.
WEDNESDAY	4A	7:00 A.M.- 6:30 P.M.	8:00 A.M.- 2:00 P.M.
THURSDAY	4B	7:00 A.M.- 6:30 P.M.	8:00 A.M.- 2:00 P.M.
FRIDAY	*	NONE	8:00 A.M.- 2:00 P.M.
SATURDAY	5A	7:00 A.M.- 6:30 P.M.	NONE
SUNDAY	3A	7:00 A.M.- 6:30 P.M.	NONE

** Monday or Friday visits will be scheduled when the planned visiting day falls on a Federal Holiday, or if another unit is opened.

Scheduling of each visiting day will consist of 5, 2-hour blocks.

- Block 1: 7:00 AM - 9:00 AM
- Block 2: 9:00 AM - 11:00 AM
- Block 3: 11:00 AM - 1:00 PM
- Block 4: 3:00 PM - 5:00 PM
- Block 5: 5:00 PM - 6:30 PM

The final 30 minutes of each 2-hour block will be utilized to escort and perform enhanced sanitation.