



U.S. Department of Justice
Federal Bureau of Prisons

INSTITUTION SUPPLEMENT (TEMPORARY MODIFICATION – COVID19)

OPI Captain
NUMBER MCK 5267.09c
DATE September 10, 2020

VISITING PROCEDURES (modified visiting/ COVID19)

Approved: BRADLEY M. TRATE, WARDEN
Federal Correctional Institution, McKean, Bradford, Pennsylvania

1. PURPOSE AND SCOPE

The Federal Correctional Institution (FCI) and Satellite Camp Prison (SCP), McKean encourage wholesome and meaningful visits with relatives, friends and community groups in order to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, while at the same time maintaining the security and welfare of the institution. Any visits, which in the opinion of the Warden or Executive Assistant/Satellite Operations Administrator interfere with the security and good order of the institution, will be denied.

2. DIRECTIVES AFFECTED

- a. Directive Referenced:
MODIFICATION OF CORONAVIRUS (COVID-19) PHASE NINE ACTION PLAN, dated August 31, 2020.

3. TEMPORARY MODIFICATIONS TO VISITING PROCEDURES DUE TO COVID-19 PANDEMIC

VISITING DAYS/HOURS

FCI	SCP
<u>1ST WEEKEND OF MONTH</u> <u>UNITS AA/AB</u>	<u>1ST WEEKEND OF MONTH</u> <u>UNIT E</u>
Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT AA 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT AB 3:00pm – 4:00pm Sanitize V/R	Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT E 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT E 3:00pm – 4:00pm Sanitize V/R

<p>Sunday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT AB 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT AA 3:00pm – 4:00pm Sanitize V/R</p>	<p>Sunday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT E 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT E 3:00pm – 4:00pm Sanitize V/R</p>
<p align="center"><u>2nd WEEKEND OF MONTH</u> <u>UNITS BA/BB</u></p> <p>Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT BA 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT BB 3:00pm – 4:00pm Sanitize V/R</p> <p>Sunday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT BB 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT BA 3:00pm – 4:00pm Sanitize V/R</p>	<p align="center"><u>2nd WEEKEND OF MONTH</u> <u>UNIT F</u></p> <p>Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT F 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT F 3:00pm – 4:00pm Sanitize V/R</p> <p>Sunday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT F 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT F 3:00pm – 4:00pm Sanitize V/R</p>
<p align="center"><u>3rd WEEKEND OF MONTH</u> <u>UNITS ZA/CB</u></p> <p>Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT ZA 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT CB 3:00pm – 4:00pm Sanitize V/R</p> <p>Sunday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT CB 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT ZA 3:00pm – 4:00pm Sanitize V/R</p>	<p align="center"><u>3rd WEEKEND OF MONTH</u> <u>UNIT E</u></p> <p>Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT E 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT E 3:00pm – 4:00pm Sanitize V/R</p> <p>Sunday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT E 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT E 3:00pm – 4:00pm Sanitize V/R</p>
<p align="center"><u>4th WEEKEND OF MONTH</u> <u>UNITS DA/DB</u></p> <p>Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors</p>	<p align="center"><u>4th WEEKEND OF MONTH</u> <u>UNIT F</u></p> <p>Saturday 8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors</p>

	<p>9:00am – 11:00am UNIT DA 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT DB 3:00pm – 4:00pm Sanitize V/R</p>		<p>9:00am – 11:00am UNIT F 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT F 3:00pm – 4:00pm Sanitize V/R</p>
Sunday	<p>8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT DB 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT DA 3:00pm – 4:00pm Sanitize V/R</p>	Sunday	<p>8:00am Begin Sanitization of V/R 8:30am Start Processing Visitors 9:00am – 11:00am UNIT F 11am -12:30pm Sanitize V/R 12:30pm Start Processing Visitors 1:00pm – 3:00pm UNIT F 3:00pm – 4:00pm Sanitize V/R</p>

- **VISITATION WILL BE NON-CONTACT ONLY!** All visitors and inmates will remain seated during their visits and not cross the barrier that separates the visitors from the inmate. You will maintain social distancing (6 feet apart) during the entire visit, to include entering and exiting. We will not allow an embrace at the beginning or at the end of the visit.
- Inmates will notify their respective Unit Counselor prior to their scheduled visiting days to be placed on the Visiting Room appointment schedule. We have limited space in the Visiting Room and therefore will have limited visiting slots during scheduled days for each respective housing unit. (Schedule will be maintained by Unit Counselors and given to Lieutenants Office and Front Lobby prior to schedule visiting day.) Inmates and visitors understand visitation is for a two (2) hour period only. No exceptions will be made regardless of reason.
- Space in the Visiting Room is extremely limited due to Coronavirus (COVID-19) Protocols. For the safety of staff, families and inmates we must adhere to all CDC regulations on “Social Distancing” between the visitor/inmate group as well as mandated spacing between other visiting groups within the visiting room to limit exposures inside the visiting room. Inmates will be seated on one side with the visitors sitting directly opposite. Inmates and visitors must maintain a 6 feet pre-measured distance from each other for the duration of the visit. An embrace will NOT be authorized during these visits. **THIS IS A NON-CONTACT VISIT.** Social Distancing will be enforced during the visit. Failure to adhere to the Social Distancing protocol will result in termination of visit and an incident report.
- All visitors should arrive 30 minutes prior to their scheduled appointment for visiting. Staff will begin in-processing visitors at 8:30am for the morning visit (9-11am) and at 12:30pm for the afternoon visit (1-3pm). Visitors should arrive with proper legal identification for processing as well as a completed the BP-A0224 NOTIFICATION TO VISITOR (Visiting Form). These forms will be available at the institution in the Medical Screening Site and should be completed by visitors in the parking lot prior to processing for visiting. Inmates can also mail these forms to their visitors for them to ensure they are completed prior to arrival at the institution. This will expedite the processing time and allow visitors maximum time with their visit.
- Housing Units will be given two (2) days per month for visiting (See schedule above). Each visiting room capacity is different due to limited space and adhering to social distancing. FCI visiting room capacity is 8 inmates & the Camp Visiting room capacity is 6 inmates during this

modified visiting time. Visiting will be conducted by separate housing units to limit exposure between housing units.

- Each inmate will be authorized a maximum of three (3) visitors during their visit (regardless of age) **with no exceptions**. Children will be seated in a seat and count against the number of visitors. Children will not be authorized to sit on adults laps during these visits. Social distancing will be strictly enforced during visiting. Any violation to the Social Distancing standard will result in termination of visiting and incident reports. Please explain this to any children or adult visitors so they understand this standard. Warnings will not be used. First offense will result in termination of visiting. **THIS IS A NON-CONTACT VISIT!**
- All high touch areas, tables, chairs inside the visiting room will be sanitized and disinfected between visitation periods. This will also be conducted prior to opening and upon closing visitation daily.
- **Inmates in quarantine or isolation will not participate in social visiting due to protocol with Coronavirus (COVID-19) procedures.**
- All visitors will be symptom screened and temperature checked prior to entry into the facility at the established Medical Screening site located at the institution entrance. **Visitors who are sick or symptomatic will not be allowed to visit. Any temperature reading above 100.4 will not be allowed admittance into the institution.**
- It is mandatory all visitors and inmates will be required to wear a face covering at all times while in the visiting room. They will also be required to perform hand hygiene before and after the visit. All visitors are expected to wear and will be screened for appropriate face coverings (including improper coverings such as bandanas.)
- All staff must use masks and gloves to handle any visitor's property. Gloves should be changed frequently. We will have additional PPE placed in the Lobby and Visiting Rooms.
- There is no physical contact of any kind to include an embrace at beginning and end of the visit. Additionally, inmates and their visitors will not be authorized to take photographs based on the inability to social distance themselves.
- **Food and beverage will not be allowed!** You cannot purchase these items in the visiting room and cannot bring these items into the visiting room. The only permitted items in the Visiting Room will be Car Keys and a valid photo Identification.
- Visitors' property is limited to car keys and Identification (State Driver's License/Passport) for the duration of the visit. Visitors will not be authorized hats, handbags, purses, bags wallets or cash in the visiting room. This is for safety of staff, visitors and inmates in order to limit potential exposures in the visiting room. Any exceptions (baby items/ required medications) to this will be case by case basis with written approval through the Captain prior to the scheduled visiting day.
- Chairs and tables have been placed in specific places and will not be moved.
- All Lobbies and Sallyports will be sanitized upon completion of visiting.

- Any violations of the above listed modifications will result in immediate termination of visiting and an incident report written.

- Procedures upon Arrival to **FCI McKean** –
 - All Visitors will wear face mask prior to admittance to FCI McKean.
 - COVID-19 Symptom and Temperature screening on initial approach to FCI McKean.
 - Screening Site will issue BP-A0224 NOTIFICATION TO VISITOR form. Visitors should fill this form out prior to arrival to front lobby.
 - Upon arrival to the Front Lobby, all visitors will form a line at the front door on the predesignated Social Distancing Markings on the ground and wait to be called inside by the Officer.
 - Front lobby and Camp Visiting will begin processing visitors half an hour prior to the approved visitors' scheduled visiting appointment (8:30am-9:00am and 12:30pm – 1:00pm). There will be no admittance to visiting room after these times.
 - We will only process one group in at a time inside the front lobby. We will not allow anyone inside the lobby until the group being processed has been moved to the visiting room.
 - When called into the lobby, Visitors should hand over Visiting Form and proper identification to Front Lobby Officer for proper processing.
 - Visitors' property is limited to car keys and Identification (Valid State Driver's License/Passport) for the duration of the visit. Visitors will not be authorized hats, handbags, purses, bags wallets or cash in the visiting room. This is for safety of staff, visitors and inmates in order to limit potential exposures in the visiting room. Any exceptions (baby items/ required medications) to this will be case by case basis with written approval through the Captain **prior** to the scheduled visiting day.
 - Upon entering the visiting room, Visitors must conduct hand sanitation utilizing alcohol based hand sanitizer located at the officer station. Inmates will be required to wash their hands using soap and water after the property/personnel search and prior to entering the Visiting Room.
 - **THIS IS A NON-CONTACT VISIT!** There will be no embrace or touching upon begin/end of visitation.

- Procedures upon Arrival to **SCP McKean (CAMP VISITING)** –
 - All Visitors will wear face mask prior to admittance to SCP McKean (Camp).
 - COVID-19 Symptom and Temperature screening on initial approach to FCI McKean.
 - Screening Site will issue BP-A0224 NOTIFICATION TO VISITOR form. Visitors should fill this form out prior to arrival to Camp Visiting.
 - Upon arrival to the Camp Visiting, all visitors will form a line at the Right Side outside access door (Outside right side of visiting) on the predesignated Social Distancing Markings on the ground and wait to be called inside by the Officer.
 - Front lobby and Camp Visiting will begin processing visitors half an hour prior to the approved visitors' scheduled visiting appointment (8:30am-9:00am and 12:30pm – 1:00pm). There will be no admittance to visiting room after these times.
 - We will only process one group in at a time inside visiting room. We will not allow anyone inside the visiting room until the group being processed has been fully processed and seated.

- When called into the Visiting Room, Visitors should hand over Visiting Form and proper identification to Camp Visiting Room Officer for proper processing.
- Visitor's property is limited to car keys and Identification (Valid State Driver's License/Passport) for the duration of the visit. Visitors will not be authorized hats, handbags, purses, bags wallets or cash in the visiting room. This is for safety of staff, visitors and inmates in order to limit potential exposures in the visiting room. Any exceptions (baby items/ required medications) to this will be case by case basis with written approval through the Captain **prior** to the scheduled visiting day.
- Upon entering the visiting room, Visitors must conduct hand sanitation utilizing alcohol based hand sanitizer located at the officer station. Inmates will be required to wash their hands using soap and water after the property/personnel search and prior to entering the Visiting Room.
- **THIS IS A NON-CONTACT VISIT!** There will be no embrace or touching upon begin/end of visitation.

➤ Procedures upon Ending visitation and departing visiting room –

- Upon completion of Visiting Hours, The Visiting Officers will begin a systematic procedure to get families and inmates out of the visiting room. Visitors will be processed out first. We will process one group at a time until all visitors have been removed from the visiting room. All inmates will remain seated until called upon by the visiting staff to begin processing.
- All inmates and visitors will remain seated until called upon by the Visiting Room Officer for processing. Upon being out-processed, visitors should exit through the same entrance they entered the visiting room and proceed directly to their vehicle.
- Inmates will remain seated until all visitors have exited the visiting room. Once all visitors have departed the visiting room, Staff will then begin processing inmates out of the visiting room.
- Upon departure, Visitors/Inmates will be reminded that THIS IS A NON-CONTACT VISIT, therefore no embracing or touching is authorized.
- Once you are in your vehicle, you are asked to immediately depart the institution grounds and avoid contact with other visitors or staff. Masks will be worn to and from the vehicle at all times while on Institution grounds.
- Once all inmates and visitors have been out processed and the visiting room is empty. The assigned orderly will enter the visiting room and sanitize and disinfect everything.

➤ Procedures for Inmates to request visitation appointment

- Requests for visitation will only be accepted through an Electronic Cop-Out through the counselor of the currently assigned housing unit. You will receive a time slot and are limited to three (3) visitors (including adults and children). If your visit does not take place for any reason you will be moved to the bottom of the list. Visiting will be selected by a first come, first serve basis through the Unit Counselors.
- Inmate requests for visitation will only be accepted until the Wednesday prior to the scheduled visiting weekend. Counselors will no longer accept requests after this day.
- Inmates will list the visitors' names and ages when requesting a visiting appointment. Only visitors on the inmates approved visiting list will be authorized admittance into the institution. Reminder, Visits are limited to three (3) visitors only! Children are not permitted to sit on adults laps during visits. All three visitors will sit in their assigned

seats. Only exception is babies that require assistance will be allowed to be held by an adult visitor.

- Advise your visitors that Social Distancing will be enforced throughout the entirety of the visit. At no time will an embrace be authorized! THIS IS A NON-CONTACT VISIT! Any violations to this will result in immediate termination of visit, loss/suspension of visiting privilege and an incident report written.
- No food or drinks are authorized during the visit.

THIS MODIFICATION TO THE VISITING SUPPLEMENT WILL BECOME EFFECTIVE OCTOBER 3, 2020 AND REMAIN IN EFFECT UNTIL FURTHER NOTICE.

BE ADVISED THAT THIS POLICY IS SUBJECT TO CHANGE WITH INCREASING OR DECREASING CHANGES IN THE CORONAVIRUS (COVID-19) PANDEMIC.

FCI McKean COVID-19 Statement:

During the COVID-19 pandemic, our focus at FCI McKean continues to be the health and safety of our employees, inmates and the community, while doing our part to control the spread of the disease. All visitors, inmates, and staff will be screened prior to entering FCI McKean. All persons will be required to wear a face mask at all times while at this facility, and maintain at least 6 ft. social distancing. Hand sanitizer is readily available and expected to be utilized when soap and water is not accessible.

Thank you for your continued support and patience as we navigate through this challenging time.