



U.S. Department of Justice
Federal Bureau of Prisons
Federal Detention Center

33 NE 4th Street
Miami, FL 33132

April 2, 2021

MEMORANDUM FOR ALL STAFF

FROM:  J. Weirich, Captain

SUBJECT: Modification COVID Legal Visitation Action Plan

This memorandum is to update and revise the COVID Plan of Action for Legal Visitation for inmates. These following procedures will not negate the current Inmate Visitation Supplement and policy. The purpose is to provide additional, temporary COVID-19 procedures to enhance social distancing and sanitation with the implementation of Legal visitation.

Visitation Times and Schedules

- Legal visitation will be scheduled 7:00 a.m. to 2:00 p.m. Legal visits will continue to be scheduled through the Legal Liaison Monday through Friday. There are currently only 6 Legal Rooms available.
- Sanitization of Visiting Room, Front Lobby and Sallyports performed from 2:30 p.m. to 3:30 p.m. Orderlies will be returned to the assigned unit prior to 4:00 pm count.
- Inmates in quarantine or isolation status will not be allowed to participate in visitation.

Processing Visitors

- All visitors must be screened and temperature checked upon entry. Visitors with symptoms or with a temperature above 100.04 will not be allowed to visit.
- Inmates and visitors will be required to wear face coverings at all times except during identification purposes. (Improper coverings such as bandanas will not be permitted). Inmates and visitors will be required to perform hand hygiene just before and after the visits.

- Food and beverages will not be allowed with exception of baby formula/food.
- Visitation Requirements Form - to be acknowledged and signed by visitors in include directives regarding; Washing hands, No touching, No hugging, No kissing, No mask removal, due to social distancing / visiting.
- Temperature checks for visitors will be documented on symptom screening form and maintained with Title 18.
- Entry and exit of visitors will be coordinated to ensure physical distance is maintained. Visitors will utilize the social distancing marks in the Front Lobby and outside the building when being processed into the institution, and into the visiting room. There will be no individuals permitted to sit in the lobby area.
- Markers on the floor will be utilized to dictate paths for inmate and visitor movement so they do not cross paths.

Processing Inmates for Legal Visits

- Inmates will be scheduled through the Legal Liaison. As inmates maybe from different units. Staff will be required to utilize CIMS Separation SENTRY Roster to insure there are no separation issues with inmates scheduled in the visiting room.
- Due to social distancing requirements, no more than 5 inmates can be moved through the elevators at a time.
- Inmates will be pat searched upon entering visitation and required to conduct hand sanitation in the search room.

Visitation Rules

- Visitation will be non-contact only (Plexiglas barriers will be utilized on the tables to separate inmate and visitors.)
- Due to social distancing practices, tables have been reduced and separated 6 feet apart. Based on square footage of the room and 6 feet requirement, a total of 10 inmates/2 visitors per inmate will be allowed in the visiting room, at one time for Legal visitation. Legal visits will be conducted in the legal rooms.
- There will be no physical contact of any kind to include an embrace at the beginning and end of the visit. Physical contact of any kind will result in termination of visit and inmate being placed on quarantine status for 14 days.
- Inmates will not be allowed to receive and material from visit. Lawyers desiring to provide inmate with legal

material may deposit the material in the drop box provided in the lobby area. The Legal material will be delivered utilizing the same procedures utilized for the delivery of Legal mail to the inmates.

- No vending machines will be permitted to be utilized as food and beverages are not permitted.

PPE Requirements

- Staff assigned to work in the visitation and Front Lobby areas will be required to wear masks and gloves when processing visitors.
- Inmates and visitors will be required to wear face coverings at all times except during identification purposes. (Improper coverings such as bandanas, gators, etc., will not be permitted).
- Inmates and visitors will be required to perform hand hygiene just before and after the visits.

Sanitation

- All areas, to include Visiting Room, Front Lobby and sallyports will be sanitized from 2:30 pm to 3:30 pm prior to the start of social visitation. Visitation orderlies will be picked up upon completion of E/W shift change and returned prior to the 4:00 pm count.
- All areas, to include Visiting Room, Front Lobby and sallyports will be cleaned upon completion of visitation each day (9:00 pm to 9:45 pm). Visitation orderlies should be picked up upon completion of social visitation and returned to their assigned unit by 10:00 pm.
- Visiting Room orderlies will be utilized Saturday and Sundays from 7:30 am to 9:30 am to conduct deep cleaning and detailed sanitation of visiting room, sallyports and Front Lobby areas.
- Sanitation stations for staff and inmates will be provided in a designated areas of the Visiting Room and Visual Search Room.
- Upon completion of inmate visit, visitor (s) will be processed out of the Visiting Room. Each inmate will be responsible to sanitize the table and chairs utilized for his/her visit before being processed out of visitation and return to his/her assigned unit.
- Visiting Room Orderlies will be utilized Saturdays and Sundays from 7:30 am to 9:30 am to conduct thorough

cleaning and detailed sanitation of the Visiting Room,
Sallyports, and Front Lobby Areas.