



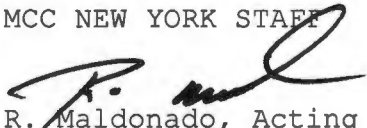
U.S. Department of Justice
Federal Bureau of Prisons
Metropolitan Correctional Center

Office of the Warden

150 Park Row
New York, NY 10007

April 22, 2021

MEMORANDUM FOR MCC NEW YORK STAFF

FROM:  R. Maldonado, Acting Warden, MCC New York

SUBJECT: COVID-19 Social Visiting Modification

As part of the Bureau's COVID-19 Action Plan, following the termination of specific restrictions and in preparation for resuming normal operations, social visiting at MCC New York will resume on Friday, June 25, 2021. Visitation privileges will be reinstated for Cadre inmates only for a period of two weeks, followed by all other Housing Units thereafter. To minimize the risk of exposure, all visits will be non-contact. The implemented procedures will be followed to ensure physical distancing between visitors and inmates is maintained.

Visiting days will be designated by housing unit, alternating visiting days based on a 5-Unit revolving weekly rotation (see chart).

Day	Week #1	Week #2	Week #3	Week #4	Week #5	Week #6	Week #7
Friday	11-South	11-South	11-South	9-North	11-North	5-N/5-S	9-South
Saturday	N/A	N/A	11-North	5-N/5-S	9-South	11-South	9-North
Sunday	N/A	N/A	9-South	11-South	9-North	11-North	5-N/5-S

Visiting will take place in one-hour increments and will be staggered 30 minutes apart for inmate and visitor processing purposes and to facilitate sanitation requirements between visits.

Weekdays				
Group 1	Group 2	Group 3	Group 4	Group 5
08:30 am - 09:30 am	10:00 am - 11:00 am	11:30 am - 12:30 pm	01:00 pm - 02:00 pm	02:30 pm - 03:30 pm

Weekends				
Group 1	Group 2	Group 3	Group 4	Group 5
08:00 am - 09:00 am	09:30 am - 10:30 am	11:00 am - 12:00 pm	12:30 pm - 01:30 pm	02:00 pm - 03:00 pm

Visiting may be curtailed or terminated due to an emergency, improper conduct on the part of an inmate and/or his visitor(s).

Visits for General Population inmates will be granted on a first-come, first-served basis. Inmates who wish to receive a visit must notify the visitors of visiting procedures via mail, email or telephone. Inmates in the Special Housing Unit (SHU) must submit a request via inmate Request to Staff Form BP-148.055 (copout) to the SHU Lieutenant one week prior to the visiting date. The SHU Lieutenant will then assign the requesting inmate a visiting time slot. Special Housing Unit inmates will be responsible for notifying their visitors via mail, email or telephone of the approved time slot. Inmates in SHU "will not" be provided a special telephone call to notify their visitor of the visiting schedule.

To allow for social distancing, a maximum of eight inmates may visit during any visiting group. Each inmate will be permitted to have a maximum of two visitors at a time, including children/minors.

All visitors will be subject to COVID-19 Screening, including non-contact temperature checks, prior to entering the institutional grounds. Visitors must wear a non-vented face covering while inside the institution, upon arrival to the front entrance and until departure. Gator style face masks will not be authorized during visits. Visitors are responsible for supplying their own face coverings. Inmates will be required to wear a face covering at all times during the visit.