



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Oxford, Wisconsin 53952

COVID-19 Visiting Procedures

Visiting Schedule:

- **FCI:** Social visits are regularly scheduled from 8:15 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m., on Friday, Saturday, Sunday, Monday and Federal Holidays. Visitors will not be processed to visit after 9:00 a.m. and 1:00 p.m. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO). Due to space limitations at the FCI, a visiting schedule is posted for inmates on a rotating basis per quarter's assignments. This rotation is based on compartmentalizing due to the current pandemic.
- **FPC:** Social visits are regularly scheduled from 8:15 a.m. to 11:00 a.m. and 12:15 p.m. to 3:00 p.m., on Saturday, Sunday, and Federal Holidays. Visitors will not be processed to visit after 9:15 a.m. and 1:15 p.m. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO). Due to space limitations at the FPC, a visiting schedule is posted for inmates on a rotating basis per quarter's assignments. This rotation is based on compartmentalizing due to the current pandemic.
- **FCI Special Housing Unit:** Processing of visitors for the Special Housing Unit will be every one half hour, between the hours of 8:30 a.m. to 9:00 a.m. and 12:30 p.m. to 2:30 p.m. Special Housing Unit visiting will follow the inmate's assigned general housing unit team assignment.
- **Quarantine & Isolation Units:** Inmates in quarantine or isolation will not be permitted to participate in social visits.

Number of Visitors:

- **FCI:** Normally the number of visitors an FCI inmate may visit with at any given time is limited to two visitors to include children. Individuals leaving the visiting room will not subsequently return for visiting the same day. There will be no allowance for more than the above listed visiting numbers.
- **FPC:** No more than two visitors to include children will be allowed to visit an FPC inmate at any given time. Individuals leaving the visiting room will not subsequently return for visiting the same day. There will be no allowance for more than the above listed.

Searching & Processing Visitors:

- COVID-19 screening will be conducted outside the front of the FCI. CDC guidelines will be utilized for screening.

- Upon completion of COVID-19 screening, visitors will be given a mask and the Notification to Visitor form to complete in their car. The lobby officer will still review the form with the visitor when they are processed through the front lobby screening. Alcohol-based hand sanitizer is mounted for visitor use in the entrance, exit and waiting areas.
- Visitors must be able to successfully clear established COVID-19 screening and search procedures before being authorized entry into the facility. Visitors must successfully clear a walk through metal detector. If the visitor fails to clear the walk through metal detector, they will be denied entry into the facility. In questionable cases, or when assistance is needed, the Institution Duty Officer and/or Operations Lieutenant will make the final determination.
- To ensure proper social distancing, only six visitors will be allowed in the front lobby at any given time.
- To ensure proper social distancing, all visitors will be escorted to and from the Visiting Room in groups not to exceed six people. The visitors will be escorted to the Visiting Room on a first-come, first-served basis. Visitors and inmates will be assigned seating as designated by the Visiting Room Staff. Visitors are not allowed to sit against the wall. Visitors may only leave at the conclusion of the allotted time frame for that days visiting. No visitor may enter or leave during the 10:00 a.m. count.

Miscellaneous Visiting Room Regulations:

- There will be no food items brought into the visiting room. Inmates and visitors are not permitted to buy any vending items from the Visiting Room.
- Children’s Area: Due to the ongoing pandemic, there is not a designated children’s area. Children who are not supervised appropriately by the responsible visitor who brought them, will result in the visit being terminated.
- All visits are non-contact, at no time will there be any contact of any sort between the visitors and inmates. Inmates involved in any sort of contact will be subject to disciplinary action.
- Inmates will inform prospective visitors that dress should be within the bounds of good taste and should not present disrespect to others who may be present in the Visiting Room. Both inmates and visitors must wear face coverings at all times, and perform hand hygiene before and after the visit.
- Inmates and visitors will not be authorized to take photographs based on the inability to socially distance themselves.

Allowable Items:

- Proper face covering issued by institution staff
- Jewelry normally worn
- 2 baby bottles (dry formula in clear container only, no liquids)
- Baby food in sealed clear plastic containers
- Diapers and baby wipes
- Children's clothes (2 sets)/blanket (no larger than 40"x40")
- Sweaters (must remain on for entire visit)
- Heart medication/Inhalers

Sanitation Procedures:

- All chairs, barriers, and other high-touch surfaces will be disinfected between visitation periods via bulk sprayers. Additionally, all surfaces will be wiped clean between visitor groups.
- Sanitizing spray will be available in visitor bathrooms for sanitation between each use.
- The lobby, sallyport and tunnel will be cleaned and sanitized following the completion of visiting each morning and afternoon.