



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

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## **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 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.
- **SCP:** Social visits are regularly scheduled from 8:15 a.m. to 3:00 p.m., on Saturday, Sunday, and Federal Holidays. Visitors will not be processed to visit after 9:15 a.m., once count has cleared processing of visitors will continue. Any deviations will be authorized by the Operations Lieutenant or Institution Duty Officer (IDO). Due to space limitations and current pandemic visiting will still be none contact visiting at the SCP.
- **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.
- **SCP:** No more than two visitors to include children will be allowed to visit an SCP 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 in the Front Lobby of the FCI. CDC guidelines will be utilized for screening.
- Upon completion of COVID-19 screening, visitors will be given a mask. The lobby

officer will 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.

# September 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3 AM - Adams/ Columbia PM - Dane/Juneau	4 AM - Marquette/ Sauk PM - Waupaca/ Waush
5 AM - Dane/Juneau PM - Adams/ Columbia	6 AM - Waupaca/ Waushara PM - Marquette/ Sauk	7	8	9	10 AM - Adams/ Columbia PM - Dane/Juneau	11 AM - Marquette/Sauk PM - Waupaca/ Waush
12 AM - Dane/Juneau PM - Adams/ Columbia	13	14	15	16	17 AM - Waupaca/ Waushara PM - Marquette/Sauk	18 AM - Adams/ Columbia PM - Dane/Juneau
19 AM - Marquette/ Sauk PM - Waupaca/ Waush	20	21	22	23	24 AM - Dane/Juneau PM - Adams/ Columbia	25 AM - Waupaca/ Waushara PM - Marquette/ Sauk
26 AM - Adams/ Columbia PM - Dane/Juneau	27	28	29	30	1	2
3	4	Notes				

# October 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 AM - Marquette/ Sauk PM - Waupaca/ Waushara	2 AM - Dane/Juneau PM - Adams/ Columbia
3 AM - Waupaca/ Waushara PM - Marquette/Sauk	4	5	6	7	8 AM - Adams/ Columbia PM - Dane/Juneau	9 AM - Marquette/ Sauk PM - Waupaca/ Waushara
10 AM - Dane/Juneau PM - Adams/ Columbia	11 AM - Waupaca/ Waushara PM - Marquette/Sauk	12	13	14	15 AM - Adams/ Columbia PM - Dane/Juneau	16 AM - Marquette/ Sauk PM - Waupaca/ Waushara
17 AM - Dane/Juneau PM - Adams/ Columbia	18	19	20	21	22 AM - Waupaca/ Waushara PM - Marquette/Sauk	23 AM - Adams/ Columbia PM - Dane/Juneau
24 AM - Marquette/ Sauk PM - Waupaca/ Waushara	25	26	27	28	29 AM - Dane/Juneau PM - Adams/ Columbia	30 AM - Waupaca/ Waushara PM - Marquette/Sauk
31 AM - Adams/ Columbia PM - Dane/Juneau	1	Notes				