



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Texarkana, Texas 75501

Institution Temporary Visitation Plan

OPI: Command Center
Number:
Date: September 18, 2020
SUBJECT: Temporary Social
Visiting Plan

PURPOSE AND SCOPE: The purpose of this plan is to establish procedures for inmates' social visiting at the Federal Correctional Institution (FCI) and Satellite Prison Camp (SCP), Texarkana, Texas during the COVID 19 pandemic. For FCI Texarkana to resume in-person social visits for inmates Saturday, October 3, 2020, with specific procedures to mitigate risks.

All visits will be non-contact, and social distancing between inmates and visitors will be enforced via the use of Plexiglas, similar barriers, and physical distancing (i.e., 6 feet apart). Inmates in quarantine or isolation will not participate in social visiting. The number of visitors and inmates allowed in the visiting room is based on available space utilizing social distancing guidelines.

- 2. Cleaning/Screening Procedures/PPE:** All visitors must be symptom screened and temperature checked at the institution screening site prior to entry into the facility. Visitors who are sick or symptomatic will not be allowed to visit. Staff must use masks at all times, and gloves when handling any visitor's property. Gloves should be changed frequently. There will be a minimum of 15 minutes for visitation orderlies to clean and sanitize the visiting room before the next group of visitors/inmates arrival.
- 3. FCI Visiting Room Capacity and Procedures:** The number of persons allowed, and seats used, while visiting one (1)

inmate will be limited to three (3) visitors; regardless of age. The Visiting Room and Front Lobby Officers will monitor the maximum amount of visitors which has been limited to 52, based on the available space utilizing the social distancing guidelines. FCI- 52 Visitors/ 20 Inmates

The Visiting Room #1 Officer will be responsible for recording the following information in the **Visiting Room Log** for each inmate entering the Visiting Room: visitor's name, number of visitors, time of arrival, inmate's name, inmate's register number, inmate's housing unit, and time of departure from the visiting room.

- 4. FCI Visiting Days:** Visiting hours for the FCI and SCP are established as follows: Saturday, Sunday, and Federal holidays from 8:00 a.m. until 3:00 p.m. Special visits (legal or religious) for each inmate will be unlimited in accordance with the institution visiting hours and days. Social visits will be based on the points system below.

Point System: Each inmate will be afforded two (2) visiting points per month with no points being carried over. Any time an inmate comes to the visiting room, one point will be deducted on regular visiting days and two points on holidays. Points can be used in any combination that adds up to two points.

Visiting Requests: All visits (Social and Special) must be coordinated through each inmates' Unit Manager. The Inmate must provide the Unit Manager with an Inmate Request to Staff form no later than the Wednesday leading up to the visiting weekend requested. Time slots will be filled in the order received. Only 20 inmates can be accepted per time slot to allow proper social distancing.

- 5. Unit Rotation:** Each unit will be assigned visiting blocks on the "Institution Visitation Appointment Tracker" (Attachment A).
- 6. FCI Visiting Schedule:** Visiting hours for the FCI and SPC are established as follows: Saturday, Sunday, and Federal holidays from 8:00 a.m. until 3:00 p.m. The processing of potential visitors at the respective entrances will ordinarily begin no earlier than 8:00 a.m., and will

terminate no later than one (1) hour prior to the end of visiting hours.

Visitation blocks will be as follows:

8:00 a.m. - 8:45 a.m.

9:00 a.m. - 9:45 a.m.

11:00 a.m. - 11:45 a.m.

12:00 p.m. - 12:45 p.m.

1:00 p.m. - 1:45 p.m.

2:00 p.m. - 2:45 p.m.

Each unit will be assigned visiting blocks on the "Institution Visitation Appointment Tracker" (Attachment A).

This schedule allows a minimum of 15 minutes for visitation orderlies to clean and sanitize the visiting room before the next group of visitors/inmates arrival.

Signs will be posted at the screening site and the front lobby instructing visitors to wait by the road for the next available visiting appointment time. Waiting in the front lobby and/or parking lot will not be permitted.

7. **Satellite Camp Capacity:** The number of persons allowed, and seats used, while visiting one (1) inmate will be limited to three (3) visitors; regardless of age. The Visiting Room and Front Lobby Officers will monitor the maximum amount of visitors which has been limited to 30 based on available space utilizing social distancing guidelines. SPC- 30 Visitors/ 10 Inmates

8. **Satellite Prison Camp Visiting Days:** Visiting hours for the FCI and SPC are established as follows: Saturday, Sunday, and Federal holidays from 8:00 a.m. until 3:00 p.m. Special visits (legal or religious) for each inmate will be unlimited in accordance with the institution visiting hours and days. Social visits will be based on the points system below.

Point System: Each inmate will be afforded two (2) visiting points per month with no points being carried over. Any time an inmate comes to the visiting room, one point will be deducted on regular visiting days and two points on holidays. Points can be used in any combination that adds up to two points.

Visiting Requests: All visits (Social and Special) must be coordinated through each inmates' Unit Manager. The Inmate must provide the Unit Manager with an Inmate Request to Staff form no later than the Wednesday leading up to the visiting weekend requested. Time slots will be filled in the order received. Only 20 inmates can be accepted per time slot to allow proper social distancing.

- 9. Satellite Prison Camp Visiting Schedule:** Visiting hours for the FCI and SPC are established as follows: Saturday, Sunday, and Federal holidays from 8:00 a.m. until 3:00 p.m. The processing of potential visitors at the respective entrances will ordinarily begin no earlier than 8:00 a.m., and will terminate no later than one (1) hour prior to the end of visiting hours.

Visitation blocks will be as follows:

8:00 a.m. - 8:45 a.m.
9:00 a.m. - 9:45 a.m.
11:00 a.m. - 11:45 a.m.
12:00 p.m. - 12:45 p.m.
1:00 p.m. - 1:45 p.m.
2:00 p.m. - 2:45 p.m.

Each unit will be assigned visiting blocks on the "Institution Visitation Appointment Tracker" (Attachment A).

This schedule allows a minimum of 15 minutes for visitation orderlies to clean and sanitize the visiting room before the next group of visitors/inmates arrival.

Signs will be posted at the screening site and front lobby instructing visitors to wait by the road for the next available visiting appointment time. Waiting in the front lobby and/or parking lot will not be permitted.

- 10. Special Housing Visitation:** Inmates assigned to the Special Housing Unit will only be permitted to visit via the Closed Circuit Television System. Visitation for SHU inmates will be restricted to (30) thirty minutes. Special Housing Unit inmates are required to submit an "Inmate Request to Staff Member" to the Special Housing Unit Lieutenant to request an appointment to visit. All CCTV Visits will be scheduled through the Special Housing Unit Lieutenant.

11. Inmate Responsibilities and Expectations: Inmates are required to wear appropriate face coverings at all times. Inmates must wear issued khaki clothing (forest green for SPC) that is clean and in neat condition. Shirts must be worn and must be tucked in. Socks must also be worn. Unless medically exempted, institution issued black safety toe shoes will be worn. Shoes must be clean and presentable. Tennis shoes, sneakers, or any other type of shoes will not be permitted during visitation. Inmates with soft shoe permits will have a current copy of the permit with them, and present it to the Visiting Room Officer prior to entering the Visiting Room. Inmates must be properly groomed, and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others. The inmate will not take anything to the Visiting Room except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one religious medallion, and one white handkerchief. Medications for inmates such as, inhalers for asthma patients, nitroglycerine, or other required drugs needed on an emergency basis, may be brought into the Visiting Room, and will remain at the officer's desk. All items will be logged into the Visiting Room Inmate Property Log (**Attachment F**) maintained by the Visiting Room #3 Officer.

Both inmates and visitors are required to wear face coverings at all times, and perform hand hygiene prior to and after the visit. Visitors are expected to wear, and will be screened for, appropriate face coverings (including improper coverings such as bandanas). Positive identification must be achieved prior to visitors or inmates entering or exiting the visiting room.

12. Visitor Expectations: All visitors are required to wear appropriate face coverings at all times. A visitor may take a wallet or small, clear change purse (not to exceed 4.5"L x 13"W x 11.5"H) Feminine Hygiene items in an original sealed package, one handkerchief, one comb or hairbrush, car keys and/or house keys without pictures on the key holder/chain, and Nitroglycerine tablets with a prescription are authorized.

13. Vending and Personal Belongings: Visitor's Prohibited Items: All vending machines food and beverages are

prohibited; therefore, no monies of any denomination will be permitted.

Infant Care Items: For security reasons, infant care items for visitors with infant children will be limited. Only premixed formula and other liquids or foods in sealed, original containers will be permitted. Other infant care items will be limited to two (2) clear nursing bottles, three (3) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. **are not permitted.** All infant care items shall be maintained and issued as needed by Visiting Room staff.

Pets: Visitors are precluded from bringing animals on institutional grounds, except for medical service animals. In such cases, the visitor must provide staff with certification prior to the visit that the medical service animal is for that purpose.

Approved by:



S. Salmonson, Warden

DISTRIBUTION:

Warden
Associate Wardens
Executive Assistant/Satellite Operations Administrator
Department Heads