



September 30, 2020

MEMORANDUM FOR INMATE POPULATION FCI II

FROM:


W.S. Pliker, Warden

SUBJECT: COVID-19 Virus - Social Visiting Guidance for Inmates and Visitors.

After consultation with the Central Office and in response to the COVID-19 Virus, we are going to start social visiting for the FCI II, General Population designated inmates on October 10, 2020. With these procedures there will be **no contact** between the visitors or inmates. The visiting room has been set up to ensure proper social distancing between visitors and inmates. With the current guidance from CDC and Central Office visiting must be conducted as a cohort. This will only allow the institution to have visiting by Units per day. All visits are for 90 minutes per inmate for each assigned visiting day. Attached is a copy of the visiting unit rotation which reflects the available times.

As we continue to navigate through the COVID-19 pandemic, we understand the importance of social visiting. In order for this program to succeed and prevent the spread of COVID-19, it will require restraint and cooperation between the inmate and their visitor(s).

The following procedures must be strictly followed by both the inmate and their visitor(s):

- There will be no physical contact of any kind, to include an embrace at the beginning and end of the visit. This also includes no physical contact with their children.
- Inmates and their visitors will not be authorized to take photographs based on the inability to socially distance themselves.
- All seating will be assigned by the Visiting Room Officers no exceptions.
- All visiting must be scheduled through the institution between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Visiting appointments must be scheduled the Wednesday prior to the unit's approved visiting day. When the visitor calls in, they should state this is in regard to inmate visiting and scheduling a time. At this time they will be transferred to the proper staff member. This is the only method to schedule a visit.
- Visiting will not be scheduled in person and will only be scheduled by phone. Visitors are not allowed to show up without an approved day and time period **no exceptions**.

- Each designated inmate in General Population will be allowed up to four (4) visitors per visit this includes children. Each visitor must sit in a seat. Small children may sit in the lap of the responsible adult visitor. The children even if only a lap child will be counted as one of the four visitors during this time.
- All visitors must be on the inmates approved visiting list and will go through a symptom screen and temperature check upon entry to the Complex.
- If any visitor(s) are sick or symptomatic they will not be allowed to visit. If a visitor shows up or is traveling with other visitors and any of that party are sick or symptomatic all visitors will be turned away and not allowed to visit for that weekend.
- If an inmate is in Quarantine or Isolation there will be no visiting for that inmate during the time they are quartered in that status.
- Food and beverages are not permitted. Special provisions will be made to allow one clear baby bottle and one jar of unopened baby food is permitted.
- All vending machines will be closed and not available during visitation.
- Restroom(s) in the Visiting Room will be closed for use unless it is an emergency and authorized by the Lieutenant. Again this is for everyone's safety and to prevent the spread of the virus.
- Both inmates and visitors must wear face coverings at all times and perform hand hygiene just before and after the visit. Visitors are expected to wear and will be screened for appropriate face coverings (including improper coverings such as bandanas).
- If at any time the visitor or inmate remove their face covering or attempt to make physical contact the visit will be terminated and the inmate may face disciplinary charges as well as future visitations cancelled.
- The Children's area will be closed and not used during this time.
- All visitor(s) that need to be processed in for visits will be completed during the 30 minutes prior to their assigned visiting time.
- Staff are required to wear masks and use gloves to handle any visitor property. Gloves will be changed frequently. Additional PPE will be maintained in the lobby and visiting room.
- All dress codes and other regulations in the Institution Visiting Supplement VIX 5267.08h, still apply and are subject to be modified due to the COVID-19 virus.

With these procedures, this should help to mitigate the COVID-19 Virus further. I want to make this clear due to the procedures we have in place and your cooperation we have mitigated the spread of the COVID-19 Virus at FCI II. We appreciate your patience in getting through these unprecedented times.

Week 1

C- UPPER Saturday	D- UPPER Monday
C- LOWER Sunday	D-LOWER NO V/R

Week 2

C- UPPER NO V/R	D- UPPER Sunday
C- LOWER Saturday	D-LOWER Monday

Week 3

C- UPPER Monday	D- UPPER Saturday
C- LOWER NO V/R	D-LOWER Sunday

Week 4

C- UPPER Sunday	D- UPPER NO V/R
C- LOWER Monday	D-LOWER Saturday

1st Session

Sanitize 7:00-7:25 am

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			7:30 - 9:00 AM			
2			7:30 - 9:00 AM			
3			7:30 - 9:00 AM			
4			7:30 - 9:00 AM			
5			7:30 - 9:00 AM			
6			7:30 - 9:00 AM			
7			7:30 - 9:00 AM			
8			7:30 - 9:00 AM			
9			7:30 - 9:00 AM			
10			7:30 - 9:00 AM			
11			7:30 - 9:00 AM			
12			7:30 - 9:00 AM			
13	SHU		7:30 - 9:00 AM			
14	SHU		7:30 - 9:00 AM			

3rd Session

Sanitize 11:00-11:25 am

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			11:30 - 1:30 PM			
2			11:30 - 1:30 PM			
3			11:30 - 1:30 PM			
4			11:30 - 1:30 PM			
5			11:30 - 1:30 PM			
6			11:30 - 1:30 PM			
7			11:30 - 1:30 PM			
8			11:30 - 1:30 PM			
9			11:30 - 1:30 PM			
10			11:30 - 1:30 PM			
11			11:30 - 1:30 PM			
12			11:30 - 1:30 PM			
13	SHU		11:30 - 1:30 PM			
14	SHU		11:30 - 1:30 PM			

2nd Session

Sanitize 9:00-9:25 am

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			9:30 - 11:00 AM			
2			9:30 - 11:00 AM			
3			9:30 - 11:00 AM			
4			9:30 - 11:00 AM			
5			9:30 - 11:00 AM			
6			9:30 - 11:00 AM			
7			9:30 - 11:00 AM			
8			9:30 - 11:00 AM			
9			9:30 - 11:00 AM			
10			9:30 - 11:00 AM			
11			9:30 - 11:00 AM			
12			9:30 - 11:00 AM			
13	SHU		9:30 - 11:00 AM			
14	SHU		9:30 - 11:00 AM			

4th Session

Sanitize 1:30-1:55 pm

TABLE #	UNIT	DATE	TIME AM/PM	INMATE	REG #	CELL
1			2:00 - 3:30 PM			
2			2:00 - 3:30 PM			
3			2:00 - 3:30 PM			
4			2:00 - 3:30 PM			
5			2:00 - 3:30 PM			
6			2:00 - 3:30 PM			
7			2:00 - 3:30 PM			
8			2:00 - 3:30 PM			
9			2:00 - 3:30 PM			
10			2:00 - 3:30 PM			
11			2:00 - 3:30 PM			
12			2:00 - 3:30 PM			
13	SHU		2:00 - 3:30 PM			
14	SHU		2:00 - 3:30 PM			

Special Visiting Schedule and Procedures

Visiting schedule and procedures have been modified in response to the COVID-19 pandemic. Please review and familiarize yourself with the revised schedule and procedures for the visiting institution prior to your arrival to expedite the screening process in the Front Lobby and/or screening site.

1. All visitors are required to wear a mask or face covering prior to entering the Front Lobby or screening site and at all times while on institution property. The mask or face covering must cover the nose and mouth.
2. The mask or face covering should plain and cannot be bandana material or style.
3. All visitors are required to clear a temperature check and complete a symptom screening form prior to visitation.
4. Visitation is no-contact. Physical contact is strictly prohibited at all times.
5. Any violation of the no-contact protocols may result in the visit being terminated.
6. The children's play area will be closed.
7. Vending machines will be closed.
8. Social distancing may cause number of visitors per inmate to be limited.
9. Review the attached schedule for revised days of the week, hours, and length of visitation.

Your adherence to these rules is appreciated for the safety of the inmate population and the public.