



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Beaumont, Texas 77720

## Institution Temporary Visitation Plan

OPI: Command Center  
Number:  
Date: September 21, 2020  
SUBJECT: Temporary Social  
Visiting Plan

1. **PURPOSE AND SCOPE:** To establish local procedures for inmate visiting operations at the Federal Correctional Complex (FCC), in Beaumont, Texas, during modified Coronavirus (COVID-19) operations. Visiting helps maintain the morale of inmates, while strengthening relationships between inmates and family members and others in the community.

2. **Cleaning/Screening Procedures/PPE:**

All visitors will complete the enhanced screening process (temperature check, symptom screening, and proper identification) at the Front Gate, prior to entering the Complex. Any visitor unable to pass the screening will not be allowed in the Complex. A supervisor will be present for the purpose of denying visitors onto the complex.

**FCC Beaumont will NOT provide masks to visitors.**

The front gate, institution lobbies and visiting rooms have an ample amount of PPE available for staff. During daily rounds these inventories will be reviewed by the Lieutenants.

**LOW**

Inmates will be required to wear the UNICOR issued mask, unaltered. Visitors will be required to wear an approved facemask, at all times. Inmates and visitors will perform hand hygiene before and after visits. Sanitizing spray

will be provided to inmate visitors to perform hand hygiene. Inmates will be provided with soap in the inmate bathrooms and visual search rooms. Sanitizing spray, sanitation wipes and hand sanitizing dispensers will be available in the Front Lobby and sallyport. The Front Lobby and sallyport will be sprayed after each group is processed through. Additional PPE will be provided to staff to ensure frequent exchanges of gloves and masks.

#### MEDIUM

All high touch areas, Front Lobby, sallyport and the visiting room will be sanitized prior to and after each visiting session. Face coverings for inmates are mandatory and must be worn at all times. Inmates will be required to wear the UNICOR issued mask, unaltered. Visitors will be made aware of acceptable face coverings prior to entry. In addition, inmates and visitors will be required to utilize hand sanitizer prior to visiting.

#### USP

After each visiting session, the sallyport and Front Lobby waiting areas will be properly sanitized. Additionally, the Visiting Room orderly will utilize a backpack sprayer to sanitize all high touch surfaces, after each visiting session. In the event a visitor leaves before the session is over, the inmate will sanitize the visitation booth, under the supervision of staff, prior to leaving the area.

Inmates will be required to wear the UNICOR issued mask, unaltered. Any inmate, who reports to the visiting room in an altered mask will have his visit canceled. Visitors will be required to wear an approved facemask, at all times. Bandanas, masks with valves or air vents, or neck gators will not be allowed. All cloth facial coverings or masks will be one solid color without prints, logos, designs or statements of any kind. The absence of a proper facial covering will terminate the visit.

### 3. Visiting Room Capacity and Procedures:

#### LOW

Temporary capacity of 15 inmates and 30 inmate visitors. In order to allow inmates an opportunity to visit twice monthly, all visits will be restricted to one hour, with 30 minutes for sanitation in between each visit. This will allow for appropriate cleaning time between visiting

groups. Tables, chairs, and all other high touch surface areas will be disinfected between each visiting period. Contact between inmates and their visitors is not authorized. Facial coverings must be worn by inmates and visitors. Failing to adhere to these procedures will result in immediate termination of visit.

#### MEDIUM

One adult visitor will be allowed per inmate. Visitation will be limited to 30 minutes per inmate. An overall total of 30 people, 15 inmates and 15 visitors, will be allowed in visitation at one time. However, this is subject to change if the orderly running cannot be maintained at this capacity. Ten visitors will be allowed to wait in the waiting room once they are screened. Social distancing signs/markers have been created and placed in the appropriate areas. Five visitors at a time will be escorted to the visiting room. Spacing is adequate for this number.

#### USP

Plastic barriers have been installed in the visiting room to accommodate 12 general population inmates with a maximum of two visitors each. There are four non-contact visiting rooms for SHU inmates, who will also be allowed two visitors. With the current set up a maximum of 32 visitors may be in the visiting room at a time.

Inmates will maintain a six-foot distance while waiting to be processed into the visiting room. This will be accomplished by marking the corridor in six-foot increments. Inmates and visitors will maintain a six-foot distance unless they are seated in their assigned non-contact booth. There will be no physical contact exchanges of any kind between the inmate and visitor. Hand sanitizer will be available at each entrance, and both inmate and visitors will be required to utilize it. Failure to do so will result in terminating the visit. Inmate visitors will be escorted in groups of no more than four at a time. To assist visitors in maintaining a safe social distance, appropriate markings will be placed in the sallyport and Front Lobby waiting areas.

4. Visiting Days:

LOW

Visitation will be conducted Friday, Saturday, Sunday, Monday and all federal holidays, from 8:30 a.m. through 3:30 p.m.

MEDIUM

Visitation will be conducted Saturday, Sunday and Holidays, from 8:30 a.m. to 3:30 p.m.

USP

Visitation will be conducted Monday through Friday, the first and third weeks of each month, from 8:30 a.m. through 3:15 p.m.

5. Unit Rotation:

LOW

Visitation will be conducted as a cohort and will begin with Building One and move to Building Two and then Building Three. Inmates in isolation or quarantine will not be allowed to participate in social visiting.

MEDIUM

KA Housing Unit will start the rotation beginning October 3, 2020. Visitation will continue consecutively (KA, KB, LA, LB, etc...) until all units have had an opportunity to visit. Once all of the units had an opportunity to visit, the rotation will start over. Units/Inmates, on quarantine status, will not be allowed to visit.

USP

Visitation will be conducted Monday through Friday, which will afford each housing unit the ability to receive social visits twice per month. This will be accomplished through two visitation periods, an AM and PM Session lasting three hours per session. SHU inmates eligible for visits will go to the Visiting Room on the same day as their parent unit, utilizing the four non-contact visiting rooms. Isolation and quarantine units will not be afforded social visitation.

6. Visiting Schedule:

LOW

Friday, Saturday, Sunday, Monday, and holidays

8:30 a.m. - 9:30 a.m. - Visit  
9:30 a.m. - 10:00 a.m. - Sanitation/Escort  
10:00 a.m. - 11:00 a.m. - Visit  
11:00 a.m. - 11:30 a.m. - Sanitation/Escort  
11:30 a.m. - 12:30 p.m. - Visit  
12:30 p.m. - 1:00 p.m. - Sanitation/Escort  
1:00 p.m. - 2:00 p.m. - Visit  
2:00 p.m. - 2:30 p.m. - Sanitation/Escort  
2:30 p.m. - 3:30 p.m. - Visit  
3:30 p.m. - 4:00 p.m. - Sanitation

MEDIUM

Saturday and Sunday/Holidays: 8:30 a.m. to 3:30 p.m.

USP

Monday through Friday, first and third weeks of each month.

- AM Session - 8:30 a.m. - 11:30 a.m.
- Visiting Room Closed for Cleaning  
- 11:30 a.m. - 12:15 p.m.
- PM Session - 12:15 p.m. - 3:15 p.m.

7. Satellite Camp Capacity:

Temporary capacity of 15 inmates, 30 inmate visitors. In order to allow inmates an opportunity to visit twice monthly, all visits will be restricted to one hour, with 30 minutes of sanitation in between each visit. This will allow for appropriate cleaning time between visiting groups. Tables, chairs, and all other high touch surface areas will be disinfected between each visiting period. Contact between inmates and their visitors is not authorized. Inmates will be required to wear the UNICOR issued mask, unaltered. Failing to adhere to these procedures will result in immediate termination of visit.

8. Satellite Camp Visiting Days:

Visitation will be conducted Friday, Saturday, Sunday, and Monday from 8:30 a.m. through 3:30 p.m.

9. Satellite Camp Visiting Schedule:

Friday, Saturday, Sunday, and Monday

8:30 a.m. - 9:30 a.m. - Visit  
9:30 a.m. - 10:00 a.m. - Sanitation/Escort  
10:00 a.m. - 11:00 a.m. - Visit  
11:00 a.m. - 11:30 a.m. - Sanitation/Escort  
11:30 a.m. - 12:30 p.m. - Visit  
12:30 p.m. - 1:00 p.m. - Sanitation/Escort  
1:00 p.m. - 2:00 p.m. - Visit  
2:00 p.m. - 2:30 p.m. - Sanitation/Escort  
2:30 p.m. - 3:30 p.m. - Visit  
3:30 p.m. - 4:00 p.m. - Sanitation

10. Special Housing Visitation:

LOW

Inmates, in the Special Housing Unit (SHU), will visit within the Visitation Room. SHU visits will occur every Wednesday, between the hours of 8:00 a.m. and 12:00 p.m., in one (1) hour increments. The following procedures will be adhered to in regards to SHU inmates, who are requesting visitation. Inmates must submit a request in writing to the SHU Lieutenant, providing the two name(s) of visitors requesting to visit. The SHU Lieutenant will consult with the Unit Team notifying them of the request. The respective Unit Team is responsible for ensuring a memorandum, in consultation with SIS, is prepared indicating the requested visitors are on the inmate's approved visiting list and are immediate family only.

Once the memorandum has been authorized, Unit Team will forward the memorandum to the Deputy Captain for placement in the Front Lobby, for the day of the scheduled visit. The SHU Lieutenant and Unit Team will supervise the visit. All inmates will remain in restraints.

As a reminder, it is the inmate's responsibility to notify their family of the visitation day and time.

MEDIUM

Inmates, in the SHU, will be required to submit a request for visit, to the SHU Lieutenant. The inmate must include the name of one adult, who is on their approved visitation list wishing to visit. This request will be forwarded to

their Unit Team. Unit Team will ensure the visitor is on their approved visitation list and is immediate family. The inmate will be escorted to the visitation room where the visit will be supervised by the SHU Lieutenant and the Unit Team staff member responsible for that inmate. The visit will be limited to 30 minutes per inmate. These visits will take place on Tuesdays only starting at 8:30 a.m. to 3:30 p.m.

**USP**

SHU inmates eligible for visits will go to the Visiting Room on the same day as their parent unit, utilizing the four non-contact visiting rooms.

**11. Inmate Responsibilities and Expectations:**

The below information is standard for all institutions within the Complex.

Inmates are aware these are no contact visits. No photographs will be taken during visitation at this time. Inmates will be required to wear the UNICOR issued mask, other than for identification purposes. Face coverings will not be altered from their original state. Inmates must maintain social distancing as visibly marked in the visitation room. They will be required to conduct proper hand hygiene prior to and after visiting. Inmates will wear proper dress attire.

**12. Visitor Expectations:**

The below information is standard for all institutions within the Complex.

It is mandatory visitors wear an approved facemask, at all times. If they do not have one, their visit will be denied. Visitors, who wear a facial covering deemed to be inappropriate by a supervisor, will also be denied visitation. Bandanas, masks with valves or air vents or neck gators will not be allowed. All cloth facial coverings or masks will be one solid color without prints, logos, designs or statements of any kind. Visitors are to maintain social distancing as visibly marked in the visitation room. They will also be required to utilize hand sanitizer prior to and after visiting.

FCC Beaumont will NOT provide masks to visitors.

13. Vending and Personal Belongings:

LOW/SPC

Food and beverages will NOT be allowed. Special provisions will be made to allow for baby formula/food.

MEDIUM

Food and beverages will NOT be allowed in the visitation room. Vending machines will not be utilized.

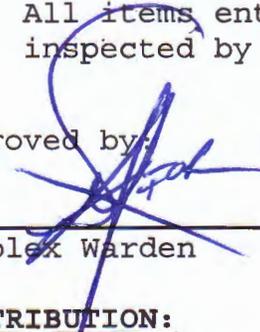
USP

Food and beverages will NOT be allowed. Visitor lockers are available in the visitors waiting area in the Front Lobby. Only those items needed for an infant's stay will be authorized in the visiting room. This includes, but is not limited to:

- one (1) - sealed package of baby wipes
- five(5) - diapers
- one (1) - formula mix (sealed)
- two (2) - plastic jars of baby food (sealed)
- one (1) - empty baby bottle (plastic)
- one (1) - serving spoon (plastic)
- one (1) - small clear plastic tote bag for the above contents

All items entering the visiting room will be thoroughly inspected by the Front Lobby Officer prior to admission.

Approved by:

  
\_\_\_\_\_  
Complex Warden

DISTRIBUTION:

Warden  
Associate Wardens  
Executive Assistant/Satellite Operations Administrator  
Department Heads