



U.S. Department of Justice
Federal Bureau of Prisons
Metropolitan Detention Center
Guaynabo

Warden's Office

P. O. Box 2008
Cataño, Puerto Rico 00963-2008

October 1, 2020

MEMORANDUM FOR ALL VISITORS

FROM: Angel L. Adan, Warden

SUBJECT: COVID-19 Social Visitation Procedures

The Metropolitan Detention Center at Guaynabo will begin social visitation on October 3, 2020. The following procedures will not negate the current Inmate Visitation Supplement and Policy. These additional COVID-19 procedures are temporary and designed to enhance social distancing and sanitation with the implementation of social visitation during the COVID-19 Pandemic.

Visitation Times and Schedules

- Each housing unit will have two designated days a month to ensure every inmate receives two visits. Each visit will consist of no more than one hour at a time (see schedule). Visitation will be conducted five days a week.
- **Inmates in quarantine or isolation status will not be allowed to participate in visitation.**
- MDC Guaynabo, visiting schedule has been posted in the units as well as in Tru-links for the inmate population to view as well as on our BOP public website for information purpose.

Processing Visitors

- All visitors must be screened and temperature checked upon entry. Visitors with symptoms or with a temperature above 100.4 will not be allowed to visit.
- Inmates and visitors will be required to wear facemask coverings at all times except during identification purposes. (Improper coverings such as bandanas will not be permitted). Inmates and visitors will be required to perform hand hygiene before and after the visit.

- Food and beverages will not be allowed.
- Visitation Requirements Form - has to be acknowledged and signed by visitors with the following directives regarding sanitation purposes: washing hands, no touching, no hugging, no kissing, no mask removal, and due to social distancing, only one visitor will be allowed.
- Temperature checks for visitors will be documented on symptom screening form and maintained with the Title 18 form.
- Entry and exit of visitors will be coordinated to ensure physical distance is maintained. Visitors will utilize the social distancing marks in the Front Lobby and outside the building when being processed into the institution, and in the visiting room.

Visitation Rules

- Visitation will be non-contact only (Plexiglass barriers will be utilized to separate inmate and visitors.)
- Due to social distancing practices, sitting arrangement have been reduced and separated six feet apart, with signs on the floor indicating where the visitor and the inmate will be seated. Based on square footage of the room and a six feet requirement, a total of 15 inmates/one visitors per inmate will be allowed in the visiting room, at one time for social visitation. This does not include staff assigned or legal visits.
- Legal visits will be conducted in the legal rooms separated from social visitation and following a designated visiting hour block of time scheduled with at least 24 hours in advance.
- There will be no physical contact of any kind to include an embrace at the beginning and end of the visit. Inmates and visitors will not be permitted to take photographs due to social distancing requirements.
- No vending machines will be permitted to be utilized.
- Upon completion of inmate visit, visitor(s) will be processed out of the Visiting Room. An inmate cleaning detail will be responsible to sanitize the chairs utilized for visit and around the visiting room.