



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Loretto, PA

INSTITUTION SUPPLEMENT

ADDENDUM FOR VISITING DURING COVID – 19 PANDEMIC

OPI: CCD
NUMBER: LOR 5267.09D Addendum
DATE: 9/25/2020
SUBJECT: Visiting Regulations
During COVID-19 PANDEMIC

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish local procedures for FCI Loretto's visiting program during the COVID-19 Pandemic. All policies and procedures listed in Institutional Supplement 5267.09D will remain the same except for the following items.
2. **PROCEDURES:**
 - A. **ALL VISITS WILL BE NON-CONTACT VISITS.** There will be **NO** embrace or touching of any kind at the beginning, during, or end of the visit.
 - B. Visiting will be conducted at the FCI on Friday, Saturday, and Sunday from 8:15 am to 2:15 pm. Visiting at the Camp will be conducted Saturday, and Sunday from 8:15 am to 2:15 pm. Each unit will visit one day on a rotating basis every two weeks. There will be no holiday visiting unless the holiday falls on a normal visiting day. See Attachment #1 for visiting schedule.
 - C. Visits will last for one hour. Each inmate will be authorized to have only one visit per visiting day with the opportunity to visit twice per month.
 - D. Each inmate will be allowed three visitors. All visitors, including children, must remain seated during the entire visit. Minor children must remain seated on one of the three chairs provided or on a visitor's lap. If a visitor does not remain seated, including children, the visit will be terminated.

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- E. All areas for chairs are clearly marked on the floor and spaced six (6) feet apart to ensure social distancing. Any attempt to move the chairs from the designated areas will result in the termination of the visit.
- F. There will be no toys, games, cards, or children's room available during the visits. There will be no pictures taken during the visits.
- G. All inmates and visitors must wear an appropriate face mask at all times during the visit, with the exception of children under 2 years of age. Face masks will NOT be provided to visitors. Bandannas, gators, vented face masks, scarves, hajibs, or face masks with inappropriate writing or pictures are NOT acceptable and will not be allowed. Face masks must be worn appropriately (over the nose and mouth). If the visitors or inmates do not wear the face mask appropriately, the visit will be terminated.
- H. Inmates in isolation or quarantine status will not participate in visiting.
- I. Inmates will sign up for the visit by electronic Inmate Request to Staff Member to the appropriate Unit Manager, the week prior to the proposed visiting day (The request will be made to the Unit Manager over the Housing Unit in which the inmate lives). The inmate will specify their name, requested date of the visit, requested visit time and each visitor's name on the electronic Inmate Request to Staff. Visiting dates/times will be filled on a first come basis. Inmates will be informed by email if their visit is approved or denied. All visitors must be on the inmate's approved visiting list. The Visiting Sign-Up Form will be available to all staff on the desktop. See attachments #2 and #3. The Unit Manager will monitor the list to ensure equitable rotation

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of visits for all inmates within each housing unit.

- J. It is the inmate's responsibility to inform their visitors of the modified visiting rules, and the date and time of the scheduled visit.
- K. All visitors will be temperature checked and screened for COVID-19 symptoms by qualified Bureau of Prisons staff prior to entry into the institution at the institutions' COVID screening site. Visitors who are sick, symptomatic, or refuse to be screened or temperature checked will be denied entry into the institution.
- L. Visitors must be present outside the Front Lobby no earlier than 30 minutes, and no later than 15 minutes, prior to the scheduled visiting time. Visitors will complete the standard visitation form BP-A0224 Notification to Visitor Form in their vehicle prior to entry into the Front Lobby. The form will be available outside the Front Lobby. Visitors will remain outside the Front Lobby until called by the officer. They will proceed to the COVID-19 screening site. Upon completion of COVID screening, they will present the completed BP-A0224 Form to the Front Lobby Officer. If the visitor is not present and ready with the appropriate form, the visit will be cancelled.
- M. The inmate must be ready for the visit and waiting at the unit door 20 minutes prior to the scheduled visit. If the inmate is not ready and available, the visit will be cancelled.
- N. There will be no food or drink allowed in the Visiting Room. The only items allowed into the Visiting Room will be: one (1) baby blanket and one (1) baby bottle. Diapers should be changed prior to entry into the visiting room.

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- O. There will be no bathroom access in the Visiting Room. One bathroom will be available for visitors in the Front Lobby.
- P. Violation of the above rules will result in immediate termination of the visit, and could subject the inmate to disciplinary sanctions, and/or possible suspension of social visiting privileges for the inmate and visitors.
- Q. The Visiting Room and chairs will be sanitized between visits.
- R. The Front Lobby and Visiting Room will be sanitized and cleaned at the end of each visiting day.

3. **EFFECTIVE DATE:** Immediately upon issuance. These changes will remain in effect until rescinded by Warden.

Approved by:

V Moser
V. Moser, Warden

9/28/2020
Date

VISITING ROOM PLANS

- Visiting will be conducted Friday, Saturday, Sunday (one unit for each day on a rotating schedule). There will be no visiting on holidays, unless the holiday falls on a regular visiting day.
- Visiting will be from 8:15 am to 2:15 pm.
- These are **NO-CONTACT** visits **ONLY**. **AT NO TIME** will an inmate be closer than 6 feet to their visitors.
- No food, drinks, or bathrooms will be available in the visiting room.
- Masks must be worn at all times by the inmates and visitors. Children under the age of 2 will not be required to wear a mask per CDC recommendation. If a visitor or inmate is not wearing the mask appropriately (covering the nose and mouth), the visit will be terminated.
- No items other than one baby blanket and one baby bottle are allowed.
- Only three (3) visitor chairs will be available for each inmate. Minor children must remain seated in one of the chairs or on a visitor's lap. Visitors and inmates will remain seated at all times during the visit.
- The area for chairs for visitors and inmates are clearly marked on the floor. If a visitor or inmate attempts to approach closer than 6 feet or does not remain seated, the visit will be terminated.
- Visits will be limited to one hour. Each inmate may have only one visit during the visiting day. Inmates will sign up for visiting date and time. If visitor is not here at specified time, visit will not occur. If inmate is not ready at specified time, the visit will not occur.
- Visiting clothing rules will remain the same. All visitors must be on the approved visiting list.
- It is the inmate's responsibility to notify his visitors of the rules, visiting days, and visiting times.

Dates Each Unit Will Have The Opportunity To Visit

Friday	Saturday	Sunday
North 1 10-2-2020	North 2 / Northeast 10-3-2020	South 2/Southeast 10-4-2020
South 1 10-9-2020	Central 1 10-10-2020	Central 2 10-11-2020
South 2/Southeast 10-16-2020	North 1 10-17-2020	North 2 / Northeast 10-18-2020
Central 2 10-23-2020	South 1 10-24-2020	Central 1 10-25-2020
North 2 / Northeast 10-30-2020	South 2/Southeast 10-31-2020	North 1 11-1-2020
Central 1 11-6-2020	Central 2 11-7-2020	South 1 11-8-2020
North 1 11-13-2020	North 2 / Northeast 11-14-2020	South 2/Southeast 11-15-2020
South 1 11-20-2020	Central 1 11-21-2020	Central 2 11-22-2020
South 2/Southeast 11-27-2020	North 1 11-28-2020	North 2 / Northeast 11-29-2020
Central 2 12-4-2020	South 1 12-5-2020	Central 1 12-6-2020
North 2 / Northeast 12-11-2020	South 2/Southeast 12-12-2020	North 1 12-13-2020

Times Each Unit Will Have The Opportunity To Visit

1st Visit 8:15 – 9:15	2nd Visit 9:30 – 10:30	3rd Visit 10:45 – 11:45	4th Visit 12:00 – 1:00	5th Visit 1:15 – 2:15
Visitors process in at 7:45 am. --- Inmates to Visiting Room at 8:00 am --- Visitors Escorted in at 8:15 am --- Visitors and Inmates exit at 9:15 am --- Visiting room is sprayed/sanitized	Visitors process in at 9:00 am --- Inmates to Visiting Room at 9:15 am --- Visitors Escorted in at 9:30 am --- Visitors and Inmates exit at 10:30 am --- Visiting room is sprayed/sanitized	Visitors process in at 10:15 am --- Inmates to Visiting Room at 10:30 am --- Visitors Escorted in at 10:45 am --- Visitors and Inmates exit at 11:45 am --- Visiting room is sprayed/sanitized	Visitors process in at 11:30 am --- Inmates to Visiting Room at 11:45 am --- Visitors Escorted in at 12:00 pm --- Visitors and Inmates exit at 1:00 pm --- Visiting room is sprayed/sanitized	Visitors process in at 12:45 pm --- Inmates to Visiting Room at 1:00 pm --- Visitors Escorted in at 1:15 pm --- Visitors and Inmates exit at 2:15 pm --- Visiting room is cleaned, sprayed/sanitized

How To Submit Your Request For Visitation

There will be 7 inmates per time slot with a maximum of 3 chairs for visitors.

Requests will be granted on a first come, first serve basis. You must request your visit via email to the LOR/InmateToXXXUnitManager (XXX being North, South, or Central). Your request should be submitted to the Unit Manager of the Housing Unit in which you live.

Once your request is submitted, there will be no changes.

Information You Must Submit In Your Email

Your Name	Visitation Date Requested	Visitation Time Requested	Each Visitor's Name

