



U.S. Department of Justice
Federal Bureau of Prisons
Federal Transfer Center
Oklahoma City, Oklahoma 73169

Temporary Social Visitation Plan

OPI: Command Center
NUMBER:
DATE: September 11, 2020
SUBJECT: Temporary Social
Visiting Plan

1. PURPOSE AND SCOPE:

This Temporary Social Visitation Plan will be implemented in response to required visitation mandate. Inmates in quarantine or isolation will not be offered or allowed visitation privileges.

2. Cleaning/Screening Procedures/PPE:

There will be a cleaning and decontamination conducted between each visiting block by the inmates who completed their visit. Inmates will be temperature checked prior to entering the Visiting Room (VR). Inmates will be required to wear face barriers at all times.

3. Visiting Room Capacity and Procedures:

In order to meet social distancing requirements, the Federal Transfer Center's Visiting Room can accommodate five (5) inmates per visiting block with two visitors per inmate, and meet social-distancing requirements. This will allow up to thirty (30) inmates to visit per day.

Five (5) rooms typically utilized as attorney-client visitation areas will be the only authorized social visitation areas. Each Cadre pod (GD, GE, GF) will be designated each weekend to limit cross contamination. Once a unit has received visitation, they will rotate to the bottom of the list.

4. Visiting Days:

Social visiting will be conducted on Saturday, Sunday, and Federal Holidays. Inmates will be allowed ONE (1) visit per visiting week.

Timeframes for inmate visits will be dependent on number and amount of visits scheduled.

All visits will be non-contact only. In accordance with the memorandum dated August 31, 2020, from the Assistant Director of Correctional Programs Division titled *Modification of Coronavirus (COVID-19) Phase Nine Action Plan*.

All visits will be conducted utilizing a two-way telephone system.

Inmate are only allowed two (2) visitors. Small children who are able to be held in an adult's lap will be permitted to visit in addition to the two visitors. The Unit Manager may approve additional visitors prior to the scheduled visit but no later than Wednesday of each week.

No rotation of inmate visitors will be allowed.

Inmate visitors will wash their hands first, be temperature screened, and symptom checked prior to entry into the institution.

If a visitor fails to clear the initial Covid-19 screening procedures, staff will notify the Institution Duty Officer and on-duty medical staff to review and determine if the visitor will be granted entrance.

5. **Unit Rotation (inmates will ONLY visit in their pod/side cohort):**

The five-inmate rotation will move in a progressive order. Pod G-D will start the rotation, and move to the bottom of the visitation schedule. Pod G-D will visit the first weekend of the month; Pod G-E will visit the second weekend of the month; and Pod G-F will visit the third weekend of the month. It is anticipated that 60 Cadre inmates will be able to visit each weekend. On the fourth weekend of the month and during a federal holiday, inmates will be allowed to visit in two separate cohorts. As a result, each designated inmate should have the opportunity to receive two visits per month.

If it is determined there are insufficient inmate visits to occupy the entire weekend, the Warden may authorize another pod to visit.

6. **Visiting Schedule:**

Once the amount of inmates visiting has been determined by the Unit Team, the length of visit will be provided in groups of five (5) inmates from the designated Cadre pod.

- 6:30 a.m.: Clean and sanitize Front Lobby area and Visiting Room
- 7:30 a.m. - 7:45 a.m.: Visiting processing begins
- 9:45 a.m.: Cease all incoming and outgoing movement
- 10:00 a.m.: Count Time
- 10:45 a.m.: Resume visitation
- 3:00 p.m.: End of Visiting/Out-process
- 3:15 p.m.: Clean and Sanitize Visiting Room and Front Lobby Area

7. **Special Housing/Holdover Visitation**

Visitation will not be offered to those individuals housed in the Special Housing Unit, inmates who are in-transit or in Holdover status, and designated inmates in Quarantine status for transfer to HC/RRC or release back into the community. Holdover inmates remain in Quarantine/Isolation until they depart the institution.

8. **Inmate Responsibilities and Expectations:**

Inmates will request a social visit via an electronic cop-out to the Unit Team no earlier than seven (7) days prior to their assigned visiting day. Ordinarily, requests submitted outside established timeframes will not be approved.

The Unit Team will notify inmates of their visiting time or appointment three (3) days prior to their scheduled visiting day.

The Unit Team will assign the visiting appointments and post the Visiting schedule on TRULINCS.

The inmate will identify the visitors (maximum 2 persons) he is requesting to visit and the date of the visit. Only visitors on the inmate's approved visitation list will be approved.

Inmates should not request a visit until they are 100% certain their visitors can attend during the two blocks of scheduled visitation.

Once placed on the visiting schedule by the Unit Team, no changes are permitted.

Any violation or attempt to violate the physical barriers of the no-contact visitation procedures will result in immediate termination of the visit. Inmates may also face disciplinary action for violating rules regarding visitation procedures.

Inmates will not be allowed to leave the visiting room until all visitors have departed the visiting room.

9. Visitor Expectations:

Visitors will be required to arrive no later than **30 minutes** prior to their scheduled visiting time in order to be properly Covid-19 screened, temperature checked and processed for visitation.

Visitors not arriving with their own facemasks will be denied visiting privileges. A Visitor's personal face barrier should be plain in nature with no logos, writings, drawings, pictures, etc.

Facemasks will be worn at all times inside the Visiting Room. Neck gaiters and bandanas are not authorized.

Removal of a facemask will be grounds for termination of the visit.

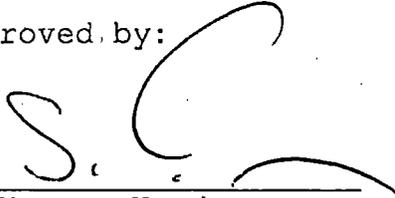
Parents are required to ensure children wear an appropriate mask within CDC guidelines.

Restrooms in the visiting room will be open and available for use by visitors only. Restrooms will be sanitized in between visiting rotations, and at the end of each visiting day.

10. Vending and Personal Belongings:

There will be no vending available during visiting. Visitors will leave all personal belongings secured in their vehicle with the exception of infant child essentials, i.e., formula, baby food or diapers (stored in a small see through bag), and any life-saving medication.

Approved by:



S. Young, Warden

DISTRIBUTION:

Warden
Associate Wardens
Executive Assistant
Captain
Department Heads