



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution  
Seagoville, Texas 75159

# Institution Temporary Visitation Plan

**OPI:** Command Center  
**Number:** PS-5267.09  
**Date:** September 21, 2020  
**SUBJECT:** Temporary Social  
Visiting Plan

## 1. PURPOSE AND SCOPE:

In response to mitigation initiatives in regards to COVID-19, a temporary social visiting plan has been created to provide procedures for visitation at the Federal Correctional Institution (FCI), Satellite Camp Prison (SCP), and Federal Detention Center (FDC).

## 2. Cleaning/Screening Procedures/PPE:

All high-touch surfaces, to include screening bins, will be sanitized in between each use. Staff will utilize mask and gloves, and will change the gloves frequently. In addition, hand sanitizer stations will be located throughout the visiting room. At the completion of each visiting period one designated inmate will utilize the backpack sprayer to disinfect all areas of the visiting room.

Visitors will be symptom screened and temperature checked upon entry into the institutional grounds (screening site). Visitors who are sick or symptomatic will not be allowed to visit. In the event one visitor in a vehicle is screened with symptoms or a temperature, all occupants of the vehicle will be denied entry.

## 3. FCI Visiting Room Capacity and Procedures:

Inmates will receive two visiting points per month. The inmate will sign up with their Unit Team for the visits during the allotted time frames (listed below).

Each inmate will be allotted two visiting seats with the intent of two adult visitors, or one adult visitor and child over the age of five. Each adult visitor may have one child under the age of four; however, the child must remain on the lap of the adult. Visitors are responsible for children in the visiting room, and children who are unable to remain on the lap of the adult will result in the visit being terminated.

The FCI Visiting Room will accommodate 25 inmates at one time for non-contact visits.

The FDC Visiting Room will accommodate 15 inmates at one time for non-contact visits.

The SCP Visiting Room will accommodate 15 inmates at one time for non-contact visits.

As visitors enter the visiting room, visitors will be seated according to entry, back to front.

#### **4. FCI Visiting Days:**

The FCI will visit Sunday, Monday, Friday, and Saturdays. Each unit will visit separate to avoid crossing between units. This schedule will rotate monthly.

#### **5. Unit Rotation:**

OCTOBER																	
DAY	3	4	5	9	10	11	12	16	17	18	19	23	24	25	26	30	31
UNIT	A	B	C	D	E	G	A	B	C	D	E	G	B	D	C	E	A/AM G/PM

#### **6. FCI Visiting Schedule:**

Four two-hour slots will be available each day.

8:15 a.m. - 10:15 a.m.

10:45 a.m. - 12:45 p.m.

1:00 p.m. - 3:00 p.m.

3:15 p.m. - 5:15 p.m.

#### **7. SCP Capacity:**

The Camp Visiting Room will accommodate 15 inmates at one time for non-contact visits.

#### **8. SCP Visiting Days:**

The Camp visiting days are Sunday and Saturday.

8:15 a.m. - 10:15 a.m.

10:45 a.m. - 12:45 p.m.

1:00 p.m. - 3:00 p.m.

3:15 p.m. - 5:15 p.m.

**9. SCP Visiting Schedule:**

OCTOBER									
DAY	3	4	10	11	17	18	24	25	31
UNIT	A	A	B	B	A	A	B	B	

**10. FDC Visiting Capacity:**

The FDC Visiting Room will accommodate 15 inmates at one time for non-contact visits.

**11. FDC Visiting Days:**

The FDC visiting days are Sunday and Saturday.

8:15 a.m. - 10:15 a.m.

10:45 a.m. - 12:45 p.m.

1:00 p.m. - 3:00 p.m.

3:15 p.m. - 5:15 p.m.

**12. FDC Visiting Schedule:**

OCTOBER									
DAY	3	4	10	11	17	18	24	25	31
UNIT	JA	JA	JB	JB	JA	JA	JB	JB	
	Top	Bot			Bot	Top			

**13. Special Housing Unit (SHU) Visitation:**

Unless sanctioned to loss of visitation, inmates housed in SHU will be permitted to visit via the video visitation program located within the SHU and visiting room. Video visitation will be limited to one hour per visit on a first come, first serve basis during FCI visiting days and times.

**14. Inmate Responsibilities and Expectations:**

Visitation will be non-contact only. Plexiglas barriers between inmate and visitors will be utilized to prevent contact. Inmates must wear the institution-issued mask. Inmates in quarantine or isolation status will not participate in social visiting. Physical contact of any kind, to include an embrace at the beginning or the

conclusion of the visit, will not be permitted. Additionally, inmates and their visitors will not be authorized to take photographs due to social distancing.

Inmates will receive two visiting points per month. The inmate will sign up with their Unit Team for the visits during the allotted time frames.

**15. Visitor Expectations:**

Visitors will be symptom screened and temperature checked upon entry into the institutional grounds (screening site). Visitors who are sick or symptomatic will not be allowed to visit. In the event one visitor in a vehicle is screened with symptoms or a temperature, all occupants of the vehicle will be denied entry. Visitors must wear a face covering for the duration of the visit. The face covering will be solid in color and surgical type mask. No neck gaiter or bandana style mask will be allowed inside the visiting room. In accordance with CDC guidelines, children under the age of two are not required to wear a mask.

Upon entry into the screening site, FCI visitors will receive a pager and visitors will be alerted via pager when they will be able to enter the FCI front lobby.

**16. Vending and Personal Belongings:**

Vending machines will not be accessible to inmates or visitors. Baby formula/food may enter the visiting room in a small amount to satisfy the child for two hours.

Approved by:

Kazak

Warden

**DISTRIBUTION:**

Warden

Associate Wardens

Executive Assistant/Satellite Operations Administrator

Department Heads