



**U.S. Department of Justice
Federal Bureau of Prisons**

USMCFP Springfield

Office of the Warden

Springfield, Mo 65801

September 16, 2020

MEMORANDUM FOR J.E. KRUEGER, REGIONAL DIRECTOR
FROM: M. D. Smith, Warden
SUBJECT: Modification of coronavirus (COVID-19) phase nine action plan

A review of the visiting room was conducted at USMCFP Springfield to develop a plan to begin social visiting. The following are procedures to protect the health and safety of all staff, inmates and visitors.

- **Visitation will be non-contact only.** The visiting room will be sectioned off to ensure social distancing and plexiglass will not be utilized as a barrier to separate inmates and visitors. Visiting room officers will enforce social distancing. Visitors will receive a rules and regulations flyer, indicating the rules and informed any violation will result in termination of the visit. Inmates will be notified of the regulations via TRULINCS and the unit team will conduct a town hall meeting in each unit. Any inmate in violation of the rules will be quarantined for a period of 14 days and will receive an incident report.
- Due to the layout and available space in the visiting room, each inmate will be allowed one approved visitor per visit. Following guidance from the CDC for local hospitals and doctor's offices, children will not be allowed inside the facility during modified visiting schedule for COVID-19. Schedules for visiting have been developed for each housing unit throughout the institution, to include the Special Housing Unit (SHU). Each housing unit will be offered a minimum of five one-hour visiting blocks each month.
- Correctional Services and Unit Team have established a sign up system through the Inmate Request to Staff forms (cop-out) to allow up to two visits a month for the inmate population. Due to the size of the front lobby area, adequate time will be given between visiting blocks for the cleaning of tables, chairs, and other high-touch surfaces. This will also allow the processing of visitors in and out of the visiting room, while maintaining social distancing and the integrity of the security of the institution.

- Visiting will be conducted as a cohort. At no time will inmates from different housing units be in the visiting room during the same period which will help to limit potential exposure.
- Inmates in quarantine or isolation status will not participate in social visiting.
- Visitors will be symptom screened and temperature checked by trained staff before entry into the lobby area. Visiting masks will be secured and screening staff will hand one mask to each visitor on arrival. Visitor screening tool information will be kept with visiting day paperwork.
- All staff will be in proper PPE (i.e., mask and gloves) when handling visitor's property. Additional PPE will be maintained in the front lobby, screening site and visiting room.
- Both inmate and visitors will be instructed to wear their masks at all times. Visitors will have their masks on before entering the front lobby area. Visits will be terminated if either inmate or visitor violates any rules.
- Inmates and their visitors will not be authorized to take photographs based on the inability to socially distance themselves.
- Visitors will be provided the new rules indicating no physical contact, to include an embrace before and after visit. The inmate will be educated of these rules during town hall meetings, through TRULINCS notification, and verbally, prior to entry into the visiting room. Any violation of these rules will result in termination of the visit. The inmate will be quarantined for 14 days and subject to disciplinary action.
- Vending machines were removed from the visiting room and there will be no food or drink allowed.
- Visitors will be escorted in and out of the visiting room at a 1:1 ratio, due to the size and available space of the lobby area, sallyport, and visiting room. Alcohol-based hand sanitizer will be placed in screening site at entrance, front lobby area, entrance/exit of visiting room and inmate screening area.
- All areas will be sanitized following the completion of visiting to include the lobby area, sallyport and visiting room.
- Signage for screening process and temperature check will be posted in English and Spanish.

Visiting will be in one hour blocks by unit on Sunday, Monday, Thursday, Friday and Saturday. Each unit will have five opportunities to visit throughout the month. Visiting block one will be from 9:30 a.m. to 10:30 a.m. Visitors will begin the screening process at 8:30 a.m. Visiting block two will be from 12:00 p.m. to 1:00 p.m. and visitors will

begin the screening process at 11:00 a.m. Visiting block three will be from 2:00 p.m. to 3:00 p.m., and the visitor screening process will begin at 1:30 p.m. Special Housing Unit and Mental Health locked units will schedule visits through their unit team. These visits will be scheduled throughout the month and conducted in the non-contact visiting room. Non-contact visiting room will be sanitized between visits.

Processing of visitors:

Each visitor will be screened in two phases to ensure proper social distancing is enforced. Only one approved visitor at a time will be allowed in each phase throughout the screening process. Visitors will station themselves on the front entrance ramp before entry into phase one area, on the markers designated. Visitors will remain six feet apart at all times.

Phase 1: Staff screening site in the front entrance. Visitors will be temperature checked and a symptom screening form completed. Visitors will complete Notification to Visitor form, BP-A0224, and rules and regulations flyer. The assistance of the IDO will be utilized during this process.

Phase 2: Report to the Front Lobby officer for X-ray of personal belongings, ION scan if identified, and locker storage. The Front Lobby officer will ensure visitors have completed all forms and are logged into the visiting program. Visiting room staff will then escort them into the visiting room.

NCRO Checklist for COVID Visiting Procedures

USMCFP Springfield

	YES	NO		
Face Mask Required	X			
Sanitation procedures	X			
Non-Contact annotated/embrace etc...	X			
Isolation or Quarantine inmates will not visit	X			
Only 2 visitors per inmate	X (1 inmate)			
Visiting Masks will be secured and institution will hand masks out.	✓	X		
Photos will be restricted due to non-contact	✓	X		
Temp Check annotated at Screening site	X			
Procedures if the lobby has too many visitors (wait out front to ensure social distancing)	X			
Social distancing annotated in visiting room	X			
Vending Machines/Water Fountains annotated not to be used.	X			
PPE for staff annotated in plan to include screening staff	✓	X		
Provide alcohol-based hand sanitizer in visitor entrances, exits and waiting areas.	✓	X		
Display signage for screening and temperature check process English and Spanish	✓	X		
Ensure inmates are visiting by Cohort	X			

If the following is not checked off, please return your visiting plan with the missing items annotated in your memo. You already may be planning the missing items, but please ensure they are annotated in the memo. Thanks