



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

*FCI Ashland  
State Route 716  
Ashland, Kentucky 41105*

February 18, 2021

**MEMORANDUM FOR FCI & SPC INMATE VISITORS**

**FROM:**   
David LeMaster, Warden

**SUBJECT:** COVID-19 Social Visits

Effective Saturday, February 27, 2021, FCI Ashland will resume social visits. Visits will be conducted and scheduled by housing units to limit cross contamination.

Inmates in isolation and quarantine will not be authorized for social visits. Furthermore, UDC and DHO sanctions will remain in effect for inmates sanctioned to loss of visitation.

The following procedures will be incorporated to protect the health and safety of staff, inmates, and visitors.

**Non-Contact Visiting:**

There will be no physical contact between inmate and visitors. Inmate and visitors will not be allowed to take photographs or embrace. Food, beverages, and personal items will not be permitted. Special provisions will be made to allow for baby formula/food. Vending Machines will not be accessible.

- FCI: Plexiglass will be used as a barrier between inmates and visitors.
- Camp: A distance of seven (7) feet will remain between visitors and inmates. This distance will be clearly marked and strictly enforced.

**Visiting Schedule:**

FCI:	Saturday	8:30 am – 3:00 pm
	Sunday	8:30 am – 3:00 pm
	Monday	8:30 am – 3:00 pm
Camp:	Saturday	8:30 am – 3:00 pm
	Sunday	8:30 am – 3:00 pm

Visitors are expected to arrive 30 minutes prior to their scheduled visit time. Failure to do so may result in the cancellation of the visit. You may print a Notification of Visitor (Title 18) form off of the Bureau's Website, [www.bop.gov](http://www.bop.gov).

### **Capacity of Visitation:**

For each visitation day, there will be one (1), three-hour time slot available per unit:

8:30 a.m. - 11:30 a.m. / 12:00 p.m. - 3:00 p.m.

- FCI: Eight (8) inmates will be permitted to visit during each unit's designated three-hour time slot. Two (2) visitors, to include children, will be permitted to visit each inmate. No Exceptions.
- Camp: Ten (10) inmates will be permitted to visit during each unit's designated three-hour time slot. Two (2) Visitors, to include children, will be permitted to visit each inmate. No Exceptions.

### **Visitor Procedures:**

Waiting areas have been designated. Visitors are asked to wait until directed by staff to enter. All waiting areas will require visitors to remain socially distant. Visual indicators will be placed in each area to demonstrate adequate distances.

**Masks:** Visitors must wear a non-vented face covering (from the time they arrive until they depart). It is the visitor's responsibility to arrange for their own face covering. Face coverings are to be of a solid color with no markings or a surgical mask. Bandanas, balaclavas, handkerchiefs, and neck gaiters are not approved. Children under the age of two (2) will not be required to wear a face covering. The dress code will be strictly enforced to include wearing a facial covering appropriately.

**Screening:** Visitors will be screened for symptoms and a temperature check prior to entry into the institution. Visitors are asked to stay home if they are not feeling well and/or beginning to display symptoms. Visitors will not be allowed to visit with temperatures 100 degrees or greater. Once cleared, visitors will be directed to the Front Lobby Officer.

**Visitation Procedures:** Visitors will present a Title 18 and Identification to the Front Lobby Officer. Visitors will be directed to lower face coverings for positive identification. They will also be directed to store any belongings in a locker then to utilize the restroom to wash their hands. Visitors will process through the screening site and be directed to a waiting area to wait on the Visitation Escort Officer.

Visitors will be seated in the Visiting Room. Once seated visitors should remain seated in their designated area unless directed otherwise by the Visitation Officers. Visitors will be offered and encouraged to use hand sanitizer when exiting the Visiting Room. Visitors will be escorted to the Front Lobby, permitted to collect their belongings, and then exit the institution.

### **Visitation Requests:**

- It is the responsibility of the inmate to ensure visitors are aware of their unit's designated dates for visiting.

- Inmates will submit a request to their Counselor.
- Inmates may request two (2) visits per month. Inmates who have not received a visit will get priority over those requesting a second visit. These inmates will receive a visit prior to the approval of a second visit.
- A visitor must be on the inmate's approved visiting list prior to a request for visit being submitted.
- The visitors and visitation schedule will be finalized one (1) week prior to the scheduled date.
- There will be no changes or substitutions to the approved visitors after the schedule is finalized.

FCI Ashland staff will continue to review operations and make necessary changes as deemed appropriate. Thank you for your continued cooperation as we modify and improve our operational response to this national pandemic.