



UNITED STATES GOVERNMENT
Memorandum
FEDERAL BUREAU OF PRISONS
United States Penitentiary Atlanta
Atlanta, Georgia 30315

September 28, 2020

MEMORANDUM FOR CAMP INMATE POPULATION

SUBJECT: Social Visits

Visitors arriving to the institution will be screened at the established screening site utilizing the most recent screening tool form.

Upon arriving at the Camp, all social distancing floor marking will be strictly enforced. The visitors will complete the Title 18 form at the designated area. Hand sanitizer will be available for visitors to sanitize their hands before and after processing. Staff will be required to handle all property with the appropriate PPE. Additional PPE will be maintained in the visiting room.

The Officer's Station will have a Plexiglas barrier around the station providing protection while communicating. Inmates will be instructed to wash their hands upon entering the visiting room and must wear face coverings at all times. The inmate will be escorted to a single seat across from his visitors. There will be no embracing or kissing at any time during the visit. A barrier constructed from Plexiglas will be between the visitor and inmate.

Photographs, food and beverages will not be allowed during visitation. The inmate will be instructed to wash his hands prior to leaving the visiting room.

VISITATION WILL BE NON-CONTACT ONLY.

- A barrier constructed from Plexiglas will be between the visitor and inmate.
- All visitation room bathrooms will be secured; staff will advise visitors when to proceed to the bathroom area so the

door can be unsecured and at completion of usage, the door will be secured.

VISITOR / INMATE CAPACITY VISITATION ROOM

- The visitation Room has been arranged to allow a maximum of two (2) visitors per inmate. Children of any age are included in the limit of two.
- The visiting room will be limited to twenty (20) inmates.

VISITATION SCHEDULE

- Visitation will be on Saturdays and Sundays.
- Visitation will be conducted by dorms and rotate days and times each week.

See visiting Calendar.

The visiting room will be cleaned and sanitized between each visiting session.

QUARANTINE AND ISOLATION UNITS

- Inmates restricted to the Quarantine Unit and Isolation Unit will not be participating in social visiting.

MEDICAL SCREENING SITE FOR VISITORS

- Visitors will be screened at the COVID Medical Screening Site located at the entrance of the institution.
- Visitors will be given directions on how to complete the medical screening form and present their face mask for viewing.
- Visitors will receive a temperature reading by trained BOP staff.
- Visitors who are sick or symptomatic will not be allowed to visit. Normal visitation denial procedures will be followed.
- If one person in the traveling party presents with any symptoms the entire travel party will not be permitted to visit.

PERSONAL PROTECTIVE EQUIPMENT - STAFF

- Staff are to doff "remove" latex gloves frequently when touching visitor property.
- PPE such as masks and latex gloves are accessible throughout the institution. Masks and latex gloves will be accounted for daily, to ensure PPE is present at all times for the Visitation Room.

FACE COVERINGS AND HAND WASHING HYGIENE INMATES / VISITORS

- Inmates will wear authorized face coverings (mask) when attending visitation.
- Inmates will not attend visitation with masks that have graffiti or any writing. The mask must be clean and not altered.
- Inmates are to wash their hands upon entering and exiting the visitation room.
- Visitors will be screened for proper coverings; bandanas, gaiter neck covers and masks with vents are not authorized.
- Visitors will be required to utilize hand sanitizer when entering and exiting the visiting room.

RESTRICTED PHYSICAL CONTACT

- Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embracing, are **strictly not allowed**.
- An inmate's visit will be immediately cancelled if he and the visitor violate non-contact regulations; disciplinary sanctions will be implemented. The Clinical Director will be notified of extreme contact.
- Photographs will remain unauthorized for social distancing precautions.

CONSUMPTION OF UNAUTHORIZED PRODUCTS / ITEMS

- Food and beverages will be unavailable.
- Vending Machines, Microwaves, and Community Water Fountains will not be utilized in the visitation room.
- Paper currency and coins are not allowed inside the visitation room.

CONSUMPTION OF AUTHORIZED PRODUCTS / ITEMS

- One (1) clear baby bottle (no glass). The bottle cannot be color or frosted. Staff must be able to see the contents.
- One (1) un-opened container of baby food; 1 (1) baby spoon.
- One (1) diaper with one (1) small container of wipes.
- One (1) clear see-through bag to contain all baby items.

ENTRY AND EXIT OF VISITORS FOR DISTANCING MEASURES

- The institution will ensure BP-A0224 (June 10) Notification to Visitors forms are at the institution-screening site to retrieve and fill out.
- Visitors are to document their cell phone number at the top of the Notification to Visitors form.
- Visitors complete the form and turn it in to staff at the

screening site.

- Camp visiting room staff will verify approved visitors in the Visitors Program and call the visitors cell phone so he/she (visitor) can enter building and begin processing.
- Visitors must maintain required distancing while waiting to enter the Visitation Room.
- Visitors exiting the Visitation Room will be escorted out two (2) at a time if all visitors stay to the end of session. Visitors will be instructed by escorting staff on where to proceed and control the spacing of all visitors.

SANITATION AND DECONTAMINATION OF VISITATION ROUTE; WEST GATE, CONTROL CENTER SALLYPORT, AND VISITATION ROOM

- Orderlies for specific areas and Visitation Room will be supervised by staff to ensure disinfectant is utilized, soap is replaced in dispensers and hand sanitizer is filled.
- Door handles, bathrooms and chairs will be sprayed with "The Guardian" all-purpose disinfectant and sit for 3 minutes before being wiped down.
- The cleaning times will occur before and after every visiting session.
- Staff gloves and cleaning chemicals will be stocked at the end of each visitation day in preparation for the following day.

BOP PUBLIC WEBSITE INSTITUTIONS VISITING SCHEDULE

- USP Atlanta will submit the institutions visiting schedule on the BOP Website.
- Inmates will be responsible for scheduling their visits by appointment only.
- Specifics will be added in regards to Dress Code and additional items not allowed in the institution.



UNITED STATES GOVERNMENT
Memorandum
FEDERAL BUREAU OF PRISONS
United States Penitentiary Atlanta
Atlanta, Georgia 30315

October 1, 2020

MEMORANDUM FOR INMATE POPULATION

SUBJECT: Modification of Coronavirus (COVID-19)
 Social Visits

Visitors arriving to the institution will be screened at the established screening site utilizing the most recent screening tool form.

Upon arriving at the West Gate, all social distancing floor marking will be strictly enforced. The visitors will complete the Title 18 form at the designated area. The visitors will be allowed to use the sanitation station to clean the x-ray machine cargo carriers. There are two hand-sanitizing machines in the West Gate for visitors to sanitize their hands before and after processing. Staff will be required to handle all property with the appropriate PPE. Additional PPE will be maintained in the lobby and visiting room.

The Officer's Station will have a Plexiglas barrier around the station providing protection while communicating. The inmate will be instructed to wash his hands at the searching area of the visiting room and must wear face coverings at all times. The inmate will be escorted to a single seat across from his visitors. There will be no embracing or kissing at any time during the visit. A table height barrier constructed from wood and Plexiglas will be between the visitor and inmate. Photographs, food and beverages will not be allowed during visitation. The inmate will be instructed to wash his hands prior to leaving the inmate search area.

Inmates in Quarantine/Isolation will not be allowed to visit.

All areas to include the visiting room, West Gate and sally port

will be cleaned following the completion of each visiting session.

VISITATION WILL BE NON-CONTACT ONLY.

- Inmates and visitors will sit 6 feet apart for required distancing and utilize a required mask.
- All visitation room bathrooms will be secured; staff will advise visitors when to proceed to the bathroom area so the door can be unsecured and at completion of usage, the door will be secured.

VISITOR / INMATE CAPACITY VISITATION ROOM

- The visitation Room has been arranged to allow a maximum four (4) visitors per inmate. Children of any age are included in the limit of four.
- The visiting room will be limited to twenty (20) inmates.

OPPORTUNITY TO ATTEND VISITATION BY APPOINTMENT

- All inmates will be provided with a visitation request form to sign up for visitation.
- A schedule for visitation will be posted in all units to notify inmates of visitation dates and times.
- Inmates will be notified a week in advance of their approved visitation date.
- Inmate may schedule two visits per month.

VISITATION SCHEDULE

- Visitation will be conducted one housing unit per day to avoid cross contamination.
- Visitation will be Saturday and Sunday.

Housing Unit Calendar attached

The visiting room and lobby will be cleaned and sanitized between each visiting session.

QUARANTINE AND ISOLATION UNITS

- Inmates restricted to the Quarantine Unit and Isolation Unit will not be participating in social visiting.

MEDICAL SCREENING SITE FOR VISITORS

- Visitors will be directed to the COVID Medical Screening Site located at the entrance of the institution.

- Visitors will be given directions on how to complete the medical screening form and present their face mask for viewing.
- Visitors will receive a temperature reading by trained BOP staff.
- Visitors who are sick or symptomatic will not be allowed to visit. Normal visitation denial procedures will be followed.
- If one person in the traveling party presents with any symptoms the entire travel party will be disallowed.

PERSONAL PROTECTIVE EQUIPMENT - STAFF

- Staff are to doff "remove" latex gloves frequently when touching visitor property.
- PPE such as masks and latex gloves are accessible throughout the institution. Masks and latex gloves will be accounted for daily, to ensure PPE is present at all times for the West Gate and Visitation Room.

FACE COVERINGS AND HAND WASHING HYGIENE INMATES / VISITORS

- Inmates will wear authorized face coverings (mask) when attending visitation.
- Inmates will not attend visitation with masks that have graffiti or any writing. The mask must be clean and not altered.
- Inmates are to wash their hands in the inmate visual search room before entering the visitation room.
- Visitors will be screened for proper coverings; bandanas, gaiter neck covers and masks with vents are not authorized.
- Visitors are allowed to wash their hands in the visitor's bathroom.
- Visitors will be required to utilize hand sanitizer at entrance of institution and exit of the visitation room.

RESTRICTED PHYSICAL CONTACT

- Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embracing, are **strictly not allowed**.
- An inmate's visit will be immediately cancelled if he and the visitor violate non-contact regulations; disciplinary sanctions will be implemented. The Clinical Director will be notified of extreme contact.
- Photographs will remain unauthorized for social distancing precautions.

CONSUMPTION OF UNAUTHORIZED PRODUCTS / ITEMS

- Food and beverages will be unavailable.
- Vending Machines, Microwaves, and Community Water Fountain will not be utilized in the visitation room.
- Paper currency and coins are not allowed inside the visitation room.

CONSUMPTION OF AUTHORIZED PRODUCTS / ITEMS

- One (1) clear baby bottle (no glass). The bottle cannot be color or frosted. Staff must be able to see the contents.
- One (1) un-opened container of baby food; 1 (1) baby spoon.
- One (1) diaper with one (1) small container of wipes.
- One (1) clear see-through bag to contain all baby items.
- Medication will be limited to the amount needed during the visiting period.
- Medication must be reported to the Visiting Room Officer.
- Essential, prescription medication must be in original container(s).

ENTRY AND EXIT OF VISITORS FOR DISTANCING MEASURES

- The institution will ensure BP-A0224 (June 10) Notification to Visitors forms are at the institution-screening site to retrieve and fill out.
- Visitors are to document their cell phone number at the top of the Notification to Visitors form.
- Visitors complete the form and turn it in to staff at the screening site.
- West Gate Screening site staff will verify approved visitors in the Visitors Program and call the visitors cell phone so he/she (visitor) can enter the building and begin processing.
- Four (4) Visitors total will be allowed to be in the West Gate Lobby area for required distancing.
- Visitors exiting the Visitation Room will be escorted out four (4) at a time if all visitors stay to the end of session. Visitors will be instructed by escorting staff on where to proceed and control the spacing of all visitors.

SANITATION AND DECONTAMINATION OF VISITATION ROUTE; WEST GATE, CONTROL CENTER SALLYPORT, AND VISITATION ROOM

- Orderlies for specific areas such as West Gate, Control Center Sallyport, and Visitation Room will have inmate orderlies supervised by staff to ensure disinfectant is utilized, soap is replaced in dispensers, and hand sanitizer

is filled.

- Door handles, property containers at X-ray scanner, bathrooms, wall frames inside Sallyport, and chairs will be sprayed with "The Guardian" all-purpose disinfectant and sit for 3 minutes before wiped down.
- The cleaning times will occur before and after every scheduled visit.
- Staff gloves and cleaning chemicals will be stocked at the end of each visitation day in preparation for the following day.

BOP PUBLIC WEBSITE INSTITUTIONS VISITING SCHEDULE

- USP Atlanta will submit the institutions visiting schedule on the BOP Website.
- Inmates will be responsible for scheduling their visits by appointment only.
- The Dress Code will remain the same as outlined in the Visiting Regulations.