



U.S. Department of Justice
Federal Bureau of Prisons

*Low Security Correctional Institution
Butner, North Carolina 27509*

Office of the Warden

September 14, 2020

MEMORANDUM FOR INMATE POPULATION

FROM: Tamara S. Lyn, Warden

SUBJECT: Social Visiting Plan

Effective October 2, 2020, LSCI Butner will resume modified Social Visiting. Modified visitation procedures and rules, as well as directions to the Visitor Health Screening Site, will be available on the LSCI Butner web page at www.bop.gov.

Visitation will be limited to two visitors (to include children) per inmate, per visit.

Visiting Days and Hours:

Friday, Saturday, Sunday, and Monday
8:30 a.m. - 2:30 p.m.

- Visiting will be conducted by units.
- Each unit will have a day to visit twice per month. Please see the attached calendar for October.
- Each visit will be in one hour time slots.

Visitor Screening

- All visitors must arrive 30 minutes prior to their visiting time to have temperatures checked and to pass the COVID-19 health screening.
- Visitor health screenings will be conducted by medical staff at the Federal Medical Center drive-through tent located less than ½ mile down the street. Upon passing the health screening, each visitor will receive an arm bad that must be worn at all times while in the institution.
- CDC guidelines will be utilized for screening.
- All visitors must wear a CDC-approved face covering (Surgical Mask, N95, or double layer cloth mask). This mask must be worn at all times, except upon exiting, when visitors will be asked to briefly raise their masks for identification purposes.
- No more than 12 visitors will be allowed in the lobby at a time due to social distancing requirements. All other visitors will remain outside until space is available.

Listed below are the only items allowed inside the institution:

- Face covering
- Baby formula (in an insulated bag)
- ID
- Ink Pen (ink pens will not be provided by the institution due to safety reasons)

Inmate Screening

- Inmates will be placed on call-out for their assigned day and time slot.
- All inmates will have temperatures checked by medical staff and pass the COVID-19 health screening tool prior to exiting the unit.
- All inmates will exit the unit together maintaining social distance.
- The Compound Officer will escort inmates to the Visiting Room.

Procedures for Inmate Visiting

- Inmates will be provided a monthly calendar via TRULINCS listing the day each unit has visiting.
- The calendar will have visiting days by unit, times, and how many slots will be available.
- There will be 20 slots per visiting hour for a total of 80 slots per day.
- Each inmate may choose only one time slot per visiting day.
- The visiting slot times will be as follows:
 - 8:30 a.m. - 9:30 a.m.
 - 10:30 a.m. - 11:30 a.m.
 - 12:00 p.m. - 1:00 p.m.
 - 1:30 p.m. - 2:30 p.m.
- The sign-up sheet will be maintained by the Counselor.
- Sign up will be on a first come, first served basis.
- In the event an inmate wants to sign up but all slots are full, the inmate will be given priority on the next available visiting day.

Rules while in Visiting Room

- Inmates and visitors must wear face coverings at all times.
- Visitors and inmates will perform hand hygiene upon entering and before leaving the visiting room.
- There will be no physical contact of any kind. An embrace at the beginning and end of the visit is not permitted.
- There will be no photos taken due to the inability to socially distance.
- Food and beverages will not be available for purchase.

Social Distancing

- Visitors must maintain social distancing at all times.
- No more than six visitors will be allowed in the Sallyport at a time.

Sanitation

- One inmate orderly and one alternate orderly will be selected from each unit to clean the Visiting Room between each visiting slot.
- The inmate orderly will be screened with the first group of inmates visiting for the day.
- The inmate orderly will stay in the Visiting Room for the duration of the day to clean.

Inmate Meals

- Inmates will not be allowed to eat in the Visiting Room.
- Inmates visiting from 10:30 a.m. - 11:30 a.m. will pick up their meal from Food Service after visiting. Food Service will be notified.

Be advised the visiting schedule and procedures are subject to change without notice.

Thank you for your cooperation while we do everything we can to promote the safety, health, and security of staff, inmates, and the general public.