



U. S. Department of Justice

*Federal Bureau of Prisons
Federal Correctional Institution
Post Office Box 699
Estill, South Carolina 29918*

Office of the Warden

September 17, 2020

MEMORANDUM FOR J.A. KELLER, REGIONAL DIRECTOR
SOUTHEAST REGION

FROM: 
Stevie M. Knight, Warden

SUBJECT: (Revised) COVID-19 Phase Nine Action Plan Modification

The Federal Correctional Institution, Estill, South Carolina, is providing the following in response to the COVID-19 Phase Nine Action Plan Modification:

- Visitation will be non-contact only.
- Limitations on the number of visitors allowed in the visiting room. There are twelve inmate visitation stations. Each inmate is authorized up to four visitors (max 48 visitors).
- The frequency of visits will be adjusted to ensure all inmates have the opportunity to visit at least twice a month. Visitation on Friday will be from 5:00 pm to 8:00 pm; visitation on Saturday, Sunday, and Federal Holidays will be from 8:00 am -11:00 am (am session) and 12:00 pm – 3:00 pm (PM session).
- Visiting will be scheduled by appointments through the inmate's respective Unit Team. In addition, tables, chairs, and other high-touch surfaces will be disinfected between visitation periods.
- Visiting will be conducted as a cohort, e.g. from one housing unit, rather than from all areas of the institution, to limit potential exposure.
- Inmates in Quarantine/Isolation are restricted from visiting.
- Visitors will be symptom screened and temperature checked upon entry onto facility grounds. Visitors who are sick or symptomatic will not be allowed to visit.
- Staff will wear masks and gloves to handle visitors' property. Gloves will be changed frequently. Additional PPE will be maintained in the lobby and visiting room.
- Face mask requirements will be strictly enforced for staff, inmates, and visitors.
- There will be no physical contact of any kind between inmates and visitors. No photos will be authorized due to social distancing.
- Food and beverages will not be allowed. Provisions will be made for baby formula/food.
- There will be coordinated entry and exit of visitors to ensure physical distance is maintained. The number of visitors allowed in the lobby will be determined by the amount of space available.

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- All areas, to include lobby and sally port areas, will be cleaned following the completion of visiting.
- FCI Estill's visiting schedule will be maintained in a database for publication on the BOP's public website. Any changes to the visiting schedule will be submitted via Help Desk ticket to the Advanced Systems Branch so updates can be made for public information.

All inmates will be required to schedule a visit through their assigned Unit Team. Visits will be limited to a 3-hour time block.

Visiting days and hours will be as follows:

- 5:00 p.m. – 8:00 p.m. (Friday)
- 8:00 a.m. – 11:00 a.m. / 12:00 p.m. – 3:00 p.m. (Saturdays, Sundays, Federal Holidays)

Inmates are required to notify their visitors of the requirement of COVID-19 screening questions and temperature checks before arrival at FCI Estill. Inmate visitors will be screened at the FCI Estill screening site (located at the staff training center) utilizing the COVID-19 Questionnaire and temperature checks. Once cleared, visitors will be required to complete a Notification of Visitor Form (BP-A0224), and remain in their vehicles at the staff training center parking lot until instructed by staff to drive to the FCI visitor parking lot. Visitors will not be allowed to bring any items into the visitation room, with the exception of those items medically required, which must receive preapproval. The dress code for inmates and visitors remains consistent with Program Statement 5267.09, Visiting Regulations.

Upon arrival in the FCI Visitation Room, visitors and inmates will be required to sanitize their hands with sanitizer provided by the institution. Visitors and inmates will be assigned an area by staff and are required to remain in that area for the duration of their visit. Vending machines and water fountains will be off limits to visitors and inmates. Restrooms will be restricted to one (1) visitor at a time, with the exception of small children who require assistance.

Each 3-hour block is limited to twelve (12) inmates with a maximum of four (4) visitors (to include children) per inmate. Visitors must be on the inmate's approved visitation list.

Barriers have been installed with the purpose of maintaining separation between inmates and their visitors. In the event of a violation of COVID-19 visitation procedures, the visit will be terminated, and the inmate may be placed in quarantine for the required fourteen (14) days.

Special requests for visitation will require approval from the Unit Team and Captain.