



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
P.O. Box 38
JBMDL, New Jersey 08640

September 14, 2020

MEMORANDUM FOR N. C. ENGLISH, REGIONAL DIRECTOR
NORTHEAST REGIONAL OFFICE

FROM: David E. Ortiz, Warden

SUBJECT: COVID-19 Phase Nine Social Visiting Modification

As part of the Bureau's COVID-19 Phase Nine Action Plan, social visiting will resume on Saturday, October 3, 2020. To minimize the risk of exposure, all visits will be non-contact. The implemented procedures will be followed to ensure physical distancing between visitors and inmates is met.

Visiting days will be designated by housing unit (see chart).

Visiting list requirements will remain as outlined in Institution Supplement FTD5267.09I

Inmates will be permitted to visit for one hour per visiting period, every other week (see chart).

Visiting may be curtailed or terminated due to an emergency, improper conduct on the part of an inmate and/or his visitor(s), or when the visiting area becomes overcrowded.

The PVS program will be coordinated through the Reentry Affairs Coordinators. Visits will ordinarily be arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours.

Attorney visits will be conducted in accordance with BOP Program Statement 1315.07, Legal Activities, Inmate. Attorney visits will take place in the Visiting Room.

Inmates who wish to receive a visit during the COVID-19 modified visiting schedule will submit an Inmate Request to Staff to their respective Unit Team no later than the 20th day of the preceding month. The inmate may request a preference of an a.m. or p.m. visit on any designated unit visiting day in the forthcoming month.

The Unit Team, typically the assigned Correctional Counselor, will assign inmates to a specific time slot and notify the inmate of the approved date(s) and time(s) of the visits.

The schedule of approved visits will be sent via GroupWise to the FTD/Captain~ mailbox for distribution.

Only two visitors will be permitted per inmate visited. Visitors must remain in the Visiting Room during the duration of the visit.

Visiting periods will be split into one hour block time frames, based on the inmate's last name: Last name beginning A thru K (see chart); Last name beginning L thru Z (see chart).

One hour visiting periods will be granted on a first-come, first-served basis. Visiting periods will be as follows:

Weekdays				
Group 1	Group 2	Group 3	Group 4	Group 5
08:30 am -	10:00 am -	11:30 am -	01:00 pm -	02:30 pm -
09:30 am	11:00 am	12:30 pm	02:00 pm	03:30 pm

Weekends				
Group 1	Group 2	Group 3	Group 4	Group 5
08:00 am -	09:30 am -	11:00 am -	12:30 pm -	02:00 pm -
09:00 am	10:30 am	12:00 pm	01:30 pm	03:00 pm

Visits will be staggered 30 minutes apart to facilitate sanitation requirements between visits.

All visitors will be subject to COVID-19 Screening, including non-contact temperature checks, prior to entering the institutional grounds. Visitors who are sick, have symptoms of COVID-19, a forehead temperature ≥ 100 °F, refuse screening procedures, or refuse to wear a face covering will not be permitted entrance.

All visitors must wear appropriate face coverings; no vented face coverings, bandanas, or face coverings with logos/lettering are authorized. Visitors are responsible for acquiring their own face coverings; face coverings will not be provided to visitors by staff. Visitors are required to wear face coverings upon arrival to the front entrance checkpoint until departure from institution grounds.

It is imperative that visitors wear face coverings at all times while on institution grounds.

Visiting Regulations

To minimize exposure to COVID-19, there will be no physical contact between inmates and visitors. This includes, but is not limited to, embracing, hand holding/shaking, holding children, and kissing at any time during the visiting period. Visitors are not to touch inmates in any way and must maintain a social distance of at least six feet at all times.

Food and beverages will not be allowed during visiting periods other than baby formula/food. Vending machines will not be available for purchases

Visitors and inmates will be required to properly wear face coverings at all times during visiting periods.

Seating arrangements will remain in place within the designated blocks to ensure six feet distance between inmates and visitors.

Inmates housed in quarantine or isolation status will not participate in social visiting.

Inmates and their visitors will not be authorized to take photographs based on the inability to social distance.

Visitors will be responsible for maintaining control of children to ensure they maintain social distance requirements within their seating areas.

Violation of any above listed regulations will result in immediate termination of the visit.

Visiting Schedule

East Compound

Week 1				
Sunday	Monday	Tuesday	Wednesday	Saturday
5751 A-L	5752 A-L	5741 A-L	5711 A-L	5702 A-L

Week 2				
Sunday	Monday	Tuesday	Wednesday	Saturday
5751 K-Z	5752 K-Z	5741 K-Z	5711 K-Z	5702 K-Z

Week 3				
Sunday	Monday	Tuesday	Wednesday	Saturday
5751 A-L	5752 A-L	5741 A-L	5711 A-L	5702 A-L

Week 4				
Sunday	Monday	Tuesday	Wednesday	Saturday
5751 K-Z	5752 K-Z	5741 K-Z	5711 K-Z	5702 K-Z

West Compound

Week 1				
Sunday	Monday	Tuesday	Wednesday	Saturday
5841 A-L	5812 A-L	5811 A-L	5802 A-L	5852 A-Z

Week 2				
Sunday	Monday	Tuesday	Wednesday	Saturday
5841 K-Z	5812 K-Z	5811 K-Z	5802 K-Z	SHU A-Z

Week 3				
Sunday	Monday	Tuesday	Wednesday	Saturday
5841 A-L	5812 A-L	5811 A-L	5802 A-L	5852 A-Z

Week 4				
Sunday	Monday	Tuesday	Wednesday	Saturday
5841 K-Z	5812 K-Z	5811 K-Z	5802 K-Z	SHU A-Z

Camp

Weekly	
Sunday	Saturday
B Side	A Side

Visiting Room Layout

Attached are photos of the West Compound's Visiting room. You can see the taped outlines of the social distancing measures being put in place prior to resuming visitation. The red visitor's chairs are paired up against the outer walls, spaced 6 feet apart. The single blue inmate chairs are located in the center of the visiting room, spaced 8 feet apart from the chairs to the left and right, and 6 feet from the visitor's chairs in front of them. The total capacity will no more than 25% total recommended capacity.



