

## Special Visiting Schedule and Procedures

Visiting schedule and procedures have been modified in response to the COVID-19 pandemic. Please review and familiarize yourself with the revised schedule and procedures for the visiting institution prior to your arrival to expedite the screening process in the Front Lobby and/or screening site.

1. All visitors are required to wear a mask or face covering prior to entering the Front Lobby or screening site and at all times while on institution property. The mask or face covering must cover the nose and mouth.
2. The mask or face covering should be plain and cannot be bandana material or style.
3. All visitors are required to clear a temperature check and complete a symptom screening form prior to visitation.
4. Visitation is no-contact. Physical contact is strictly prohibited at all times.
5. Any violation of the no-contact protocols may result in the visit being terminated.
6. The children's play area will be closed.
7. Vending machines will be closed.
8. Social distancing may cause number of visitors per inmate to be limited.
9. Review the attached schedule for revised days of the week, hours, and length of visitation.

Your adherence to these rules is appreciated for the safety of the inmate population and the public.

**FCI SAFFORD**  
**MODIFIED VISITATION INFORMATION**  
EFFECTIVE OCTOBER 3, 2020  
**\*\*UPDATED AS OF JANUARY 29, 2021\*\***

As a result of the Modification of Coronavirus (COVID-19) Phase Nine Action Plan, social visiting at FCI Safford will resume on Saturday, October 3, 2020. Visitation will be conducted in accordance with the following guidelines, in addition to visitation procedures, to protect the health and safety of all inmates, staff, and visitors.

- Social distancing (minimum of 6 feet) between visitors and inmates will be **strictly enforced**. Any violation of COVID-19 preventative measures during visitation, **by the inmate or their visitor(s)**, will result in the termination of visits and disciplinary action for the inmate.
- Inmates will be provided an opportunity for visitation at least twice a month, with a maximum of three (3) visitors per inmate for each visit. Children over the age of one (1) year old will be considered a visitor. Infants under the age of one (1) year old will not be considered a visitor, and will be required to sit on the accompanying adult visitor's lap for the duration of the visit. Inmates **must** verify with their Unit Team that all children over the age of 16 are on their approved visiting list. The children's area in the Visiting Room will remain closed. A maximum of 75 visitors will be allowed in the Visiting Room for each visitation session. *The visitation schedule is subject to change.*
- Visitation will be divided into two (2) sessions, with the "AM Session" being held from 8:00 to 11:30 A.M., and the "PM Session" from 12:00 to 3:30 P.M. Visitor in-processing for the "AM Session" will conclude at 9:30 A.M. Visitor in-processing for the "PM Session" will conclude at 1:30 P.M. *Once in-processing concludes, no further visitors will be admitted for that visitation session.*
- Door handles, tables, chairs, restrooms and other high-traffic areas of the Visitation Room will be thoroughly cleaned and disinfected between visitation sessions (from 11:30 A.M. to 12:00 P.M.).
- To limit potential exposure, visitation will be conducted by housing unit only. *Please see the visitation schedule below, which is subject to change.*
- Inmates in the Special Housing Unit and any Quarantine or Isolation Units will **not** participate in social visiting.
- To allow for social distancing, no more than nine (9) visitors (3 groups of visitors consisting of 3 people in each group) will be allowed in the Front Lobby at a time for in-processing. Visitors are required to wear appropriate face coverings, which will be verified during in-processing. Improper face coverings include: neck gaiters, bandanas, masks with exhalation valves/vents, masks with inappropriate or offensive images or sayings, face shields, N-95 masks, etc.

- During in-processing and prior to being admitted to the facility, visitors will be temperature checked and screened for COVID-19 symptoms. **All visitors who are sick or symptomatic for COVID-19 will be denied visitation. All persons within a denied visitor's visitation group will also be denied visitation. Refusal to be screened will result in the visitor(s) (and their entire visitation group) being denied visitation privileges for that day.** Using the Coronavirus Disease 2019 (COVID-19) Enhanced Screening Tool (Staff, Contractors, and Visitors), visitors will be screened for the following symptoms:
  - Temperature of > 100°
  - New-Onset Cough
  - New-Onset Trouble Speaking/Difficulty Breathing
  - Fatigue
  - Muscle or Body Aches
  - Sore Throat
  - New Loss of Taste or Smell
  - Stuffy/Runny Nose
  - Nausea or Vomiting
  - Diarrhea
  - Any other symptom classified by the Center for Disease Control and Prevention (CDC)
- Both inmates and visitors must **correctly** wear appropriate face coverings **at all times** during visitation, and perform hand hygiene before and after each visit. Visitors will **only** be permitted to wear plain masks/face coverings, and children over the age of two (2) years old will be **required** to wear a mask. Inmates will **only** be permitted to wear the plain white BOP issued masks for visitation; masks that have been altered or decorated will not be allowed.
- There will be **no physical** contact of any kind during visitation, to include an embrace at the beginning and end of the visit. Additionally, based on the inability to social distance, inmates and their visitors will **not** be permitted to take photographs during visitation.
- Food and beverages will **not** be allowed. As such, vending machines will not be available for use in the Visiting Room. Baby formula/food must be placed in a quart sized clear sealable bag.
- To allow for social distancing, no more than a total of four (4) people, consisting of three (3) visitors and one (1) staff, will be allowed inside the Control Sallyport at a time. Exit procedures will reflect entrance procedures, with the addition of the walkway between Control and the Visiting Room being utilized to ensure social distancing (minimum of 6 feet) between visitors during their exit.
- All areas, to include the Front Lobby and the Control Sallyport, will be thoroughly cleaned and disinfected following the completion of visitation each day.

## **FCI SAFFORD VISITATION SCHEDULE**

AM SESSION: 8:00 – 11:30 AM

PM SESSION: 12:00 – 3:30 PM

SAG = SAGUARO DORM

CHOL = CHOLLA DORM

OCO = OCOTILLO DORM

**\*THIS SCHEDULE IS SUBJECT TO CHANGE\***

**\*\*INMATES IN THE SPECIAL HOUSING UNIT OR ANY  
QUARANTINE OR ISOLATION UNIT**

**WILL NOT PARTICIPATE IN SOCIAL VISITING\*\***

**\*\*\*NO HOLIDAY VISITATION AT THIS TIME\*\*\***

FEBRUARY 2021		
		FEB. 13 AM: CHOL A/B PM: CHOL C/D
FEB. 14 AM: OCO A – RDAP ONLY PM: OCO C/D	FEB. 20 AM: SAG A/B PM: SAG C/D	FEB. 21 AM: CHOL A/B PM: CHOL C/D
FEB. 27 AM: OCO A – RDAP ONLY PM: OCO C/D	FEB. 28 AM: SAG A/B PM: SAG C/D	
MARCH 2021		
MAR. 6 AM: CHOL A/B PM: CHOL C/D	MAR. 7 AM: OCO A – RDAP ONLY PM: OCO C/D	MAR. 13 AM: SAG A/B PM: SAG C/D
MAR. 14 AM: CHOL A/B PM: CHOL C/D	MAR. 20 AM: OCO A – RDAP ONLY PM: OCO C/D	MAR. 21 AM: SAG A/B PM: SAG C/D
MAR. 27 AM: CHOL A/B PM: CHOL C/D	MAR. 28 AM: OCO A – RDAP ONLY PM: OCO C/D	
APRIL 2021		
APRIL 3 AM: SAG A/B PM: SAG C/D	APRIL 4 AM: CHOL A/B PM: CHOL C/D	APRIL 10 AM: OCO A – RDAP ONLY PM: OCO C/D
APRIL 11 AM: SAG A/B PM: SAG C/D	APRIL 17 AM: CHOL A/B PM: CHOL C/D	APRIL 18 AM: OCO A – RDAP ONLY PM: OCO C/D
APRIL 24 AM: SAG A/B PM: SAG C/D	APRIL 25 AM: CHOL A/B PM: CHOL C/D	



## DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

## DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators



Evaluation is on-going but effectiveness is unknown at this time



Evaluation is on-going but effectiveness is unknown at this time

# Do NOT wear a mask



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear



On your arm

## Special Situations: Children



If you are able, find a mask that is made for children



If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin

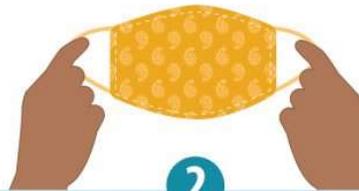


Do NOT put on children younger than 2 years old

## How to take off a mask



**1**  
Carefully, untie the strings behind your head or stretch the ear loops



**2**  
Handle only by the ear loops or ties



**3**  
Fold outside corners together



**4**  
Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing