



U.S. Department of Justice

Federal Bureau of Prisons  
Federal Correctional Institution

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501 Capital Circle, NE  
Tallahassee, Florida 32301-3572

October 29, 2020

MEMORANDUM FOR ALL STAFF  
FCI/FDC Tallahassee

FROM: E. Strong, Warden  
FCI/FDC Tallahassee

SUBJECT: COVID-19 Modified Operations - Phase 9  
Social Visiting Plan

Inmate visitation will resume on November 7, 2020, under modified operations. In accordance to the COVID-19 Phase 9 Action Plan, the following Social Visiting procedures will be established at FCI/FDC Tallahassee:

**Visiting Room Arrangements**

- Markings has been placed on the floor to designate individual visiting stations and traffic areas within social distancing protocols.
- Each visiting station will be equipped with wooden table, a plastic shield guard, and 3 chairs.
- Sanitation stations will be placed at the entrances of the Visiting Room. Separate sanitation stations will be designated for inmates and visitors.

**Visiting Schedule**

- Visiting days and periods will be designated per housing unit. Refer to Attachment #1.
- Inmates will be afforded the opportunity to visit for a one-hour period, two times per month. The visiting days and periods will be periodically rotated.

- Inmates housed in quarantine or isolation status will not be eligible to participate in social visiting.
- Visiting will be conducted via a reservation process. Inmates will be responsible for submitting visitation reservation requests to their respective Unit Team staff at least 7 days prior to the requested visiting date. Requests will be submitted via "Inmate Request To Staff" forms. Visiting reservation requests from the inmate's social visitors will not be accepted. Requests will be processed based on the order of submission. Unit Team will notify the inmates of their scheduled visiting schedules.

General population social visiting will be conducted on Saturdays and Sundays. SHU social visiting will be conducted on Fridays.

- Visiting requests based on emergency or special circumstances will be assessed on a case-by-case basis.
- Unit Team will disseminate copies of the weekly visiting schedules to the Lieutenant's Office, Control Center, Front Lobby and Screening Site.
- Arrangements for Legal and Special Visitors will be conducted in accordance to Institution Supplement 5267.08F, Visiting regulations.
- Visitors will be permitted entrance to the institution premises up to one hour prior to the scheduled period. Visitors will not be permitted to loiter in the premises for extended periods of time. Once the visitation period is completed, visitors will be required to depart the institution.
- Visitor processing at the Front Lobby will be initiated 30 minutes prior to each visiting period. Visiting periods will end at the specified times regardless of the arrival time of the visitor to the institution.

- Visiting periods will be as follows:

Period 1	Group 2	Group 3	Group 4
8:30 a.m. to 9:30 a.m.	11:00 a.m. to 12:00 p.m.	12:30 p.m. to 1:30 p.m.	2:00 p.m. to 3:00 p.m.

- Visiting may be curtailed or terminated due to an emergency situation or violation of a visiting regulation.

## Visiting Room Capacity

- A maximum of 2 adult visitors and 2 children under the age of 5 years old will be permitted per visit. Children over the age of 5 years old will count towards the adult limit. A total of 2 chairs will be allotted for visitors per each inmate visit.

The maximum capacity at the Visiting Room per each visiting period will be as follows:

Location	Inmates	Adults
FCI	9	18
FDC	4	08

## Visiting Regulations

- Visitors who arrive at the institution with no scheduled reservation or after the scheduled visiting period will not be allowed entrance to the institution. Visitation denials will be determined by the Institution Duty Officer or shift Lieutenant.
- All visitors will be subject to COVID-19 Screening, including non-contact temperature checks. Visitors who are sick, have symptoms of COVID-19, a forehead temperature  $\geq 100$  °F, refuse screening procedures, or refuse to wear a face covering will not be allowed entrance.
- All visitors must wear appropriate face coverings while at the institution, upon arrival to the COVID-19 Screening Site at the entrance until departure from the institution. Visitors are responsible for supplying their face coverings. Visitors must wear face coverings at all times while on institutional grounds. Face coverings with external filters will not be permitted.
- Inmates will be required to properly wear face coverings at all times during visiting periods.
- There will be no physical contact between inmates and visitors during visiting periods. These restrictions include, but are not limited to, embracing, hand holding/shaking, holding children, and kissing at any time during the visiting period in order to minimize exposure to COVID-19.
- Visiting seating arrangements will remain in place within the designated areas to ensure proper social distancing between inmates and visitors. Relocation of furniture outside the designated areas will not be permitted.

- Only the following items will be authorized in the Visiting Room:

Visitors

- Identification Card.
- Vehicle Keys.
- Feminine hygiene products in original, sealed packaging.
- One over garment (i.e. coat or jacket with no hood). The over garment must be worn at all times.
- Essential, prescription medication in original container(s). Medication will be limited to the amount needed during the visiting period. Medication must be reported to the Visiting Room Officer.
- One (1) transparent plastic bag no larger than 12" x 24."
- Children Items:
  - Four (4) Diapers.
  - One (1) package of baby wipes in clear plastic bag.
  - One (1) set of infant clothing.
  - One (1) small blanket - Infants only.

Inmates

- Prescription eyeglasses.
  - Religious medal with necklace.
  - Wedding Band.
  - Prescription Medication (Requires authorization by Captain).
- Eating and/or drinking will not be permitted in the Visiting Room or Front Lobby areas. Food and/or beverages will not be allowed. Vending machines will not be available for purchases. Access to drinking water fountains will not be available.
- Institution photos will not be available in order to maintain social distancing protocols.
- Visitors will be responsible for maintaining control of children to ensure they remain within the designated seating areas.

- The Children and Patio areas will be closed.
- Unless otherwise indicated, the remainder visiting procedures will be conducted in accordance to Institution Supplement 5267.08F, Visiting Regulations.
- Violation of any visiting regulations will result in termination of the visit.

#### **Visiting Room Sanitation Protocols**

- Sanitation stations will be available for inmates and visitors at separate locations.
- Sanitation procedures will be conducted upon completion of each visitation period.
- A Visiting Room orderly will be designated per each housing unit cohort to perform sanitation duties.
- Fogger/sprayer disinfection procedures of the entire visiting area will be conducted at least once per week.



**FCI - Visiting Reservation Log**

Date: \_\_\_\_\_

Housing Unit: \_\_\_\_\_

Inmate's Name Register No.	Visitor	Child Visitor (Under 5 yrs old)	Inmate's Name Register No.	Visitor	Child Visitor (Under 5 yrs old)
<b>Period 1 - 8:30 a.m. to 9:30 a.m.</b>			<b>Period 2 - 11:00 a.m. to 12:00 p.m.</b>		
<b>Period 3 - 12:30 p.m. to 1:30 p.m.</b>			<b>Period 4 - 2:00 p.m. to 3:00 p.m.</b>		

**FDC - Visiting Reservation Log**

Date: \_\_\_\_\_

Housing Unit: \_\_\_\_\_

Inmate's Name Register No.	Visitor	Child Visitor (Under 5 yrs old)	Inmate's Name Register No.	Visitor	Child Visitor (Under 5 yrs old)
<b>Period 1- 8:30 a.m. to 9:30 a.m.</b>			<b>Period 2 - 11:00 a.m. to 12:00 p.m.</b>		
<b>Period 3- 12:30 p.m. to 1:30 p.m.</b>			<b>Period 4 -2:00 p.m. to 3:00 p.m.</b>		