

To: Incarcerated Individuals and Their Families
From: Major Brown
Date: 10/8/2020
Subject: ToCI Visitation Expectations

ToCI Incarcerated Individuals and Families,

We are excited to inform you that ToCI has been approved to allow visitation to resume in a limited capacity. Although visitation is resuming you are going to see significant changes in the processes you used to. It is my hope this communication will help make the changes to ToCI visitation clear and easy to adjust to.

- Visitation will resume October 21, 2020
- You can make reservations as you normally would during normal reservation hours. You can schedule up to two visits at a time up to thirty (30) days out.
- We will be running two visiting sessions per day. Visitation will occur 5 days a week, Wednesday-Sunday. Visitation will not operate on Monday-Tuesday and state recognized holidays.
 - Wed/Thurs/Fri
 - 1st session 12:30 PM- 3:30 PM
 - 2nd session 4:30 PM-7:30 PM
 - Sat/Sun
 - 1st session 8:30 AM – 11:30 AM
 - 2nd session 12:30 PM – 3:30 PM
- Each session will count as one (1) visit. If you reserve two (2) sessions on the same day that will count as two visits.
- However, you will be required to exit after the first session and re enter for the second session. This will allow us to properly sanitize the visiting room between sessions.
- Incarcerated individuals are currently assigned to cohorts to minimize exposure opportunities. You will need to verify on what day your loved one's cohort visits, so you can appropriately schedule a visit for that session.
 - **Example:** If your loved one lives in housing unit A1/2. A1/2 has certain days and sessions they can have visits during that month.

- When families arrive and enter the entry building, they must be wearing a mask. If they do not have a mask, one will be provided by the processing officer. Families will need to social distance and find an X marked on the floor in blue tape. They will stand on the blue X to ensure proper social distancing. Once the person in front of them moves forward, they will then advance to the next X.
- All members of the visiting family will be asked a series of COVID 19 screening questions and have their temperature taken prior to entry. This is mandatory and refusal to answer the questions or have their temperature taken will result in the respective family members denial to enter.
- One (1) incarcerated individual and can have a maximum of two (2) visitors. No children under the age of 12 are permitted at this time.
- Currently, all visits are no contact (no hugging, kissing, holding hands etc.) Visits will occur in a no contact fashion and a physical clear barrier shall remain in between visitors for the duration of the visit.
- Hand sanitizer will be provided. Visitors are encouraged to use it. Personal hand sanitizer is not permitted.
- There will be no use of vending machines and no photos taken
- COVID 19 informational posters will be posted containing pertinent information that could be helpful to you moving forward.
- **A message to families:** Your loved ones have worked very hard on keeping themselves safe and healthy during this unprecedented time. **DO NOT COME TO THE INSTITUTION TO VISIT IF YOU ARE ILL.** This is for the safety of everyone and could result in us moving backwards and losing the ability to continue visits of this nature.

Thank you,

Major J. Brown