

To: ODRC Staff, Inmates, Visitors  
From: C. Jefferson, Deputy Warden of Operations  
Subject: Inmate Visitation Guidelines (Inside/Outside)  
Date: July 15, 2021

#### COVID-19 Guidelines

- Disposable masks and hand sanitizer will be available in the entrance building and the visit area for all parties to avoid contraband introduction into the facility.
- Visitors will be given disposable mask upon entering. No personal masks will be worn into the institution.
- Visitation will be limited to 2 visitors per incarcerated adult per session.
- Barriers will be placed at the officer's stations in front entry and in the visiting hall.
- 6-foot social distancing is enforced. Internal and External (weather permitting) visitation areas will be set up as such and this distance must always be adhered to.
- There will be limited seating due to social distancing and each visit opportunity will be scheduled accordingly due to COVID-19 with little notice.
- Visitation may be canceled due to scheduled unit being under Quarantine, which could be cancelled the same day of the scheduled visit.
- Thorough sanitizing shall occur before and after each visit session.
- Use of vending machines are permitted with the cleaning of touch points between each use. Food and drink products purchased may be handed to the incarcerated person by the visitor if the physical environment allows. Items purchased are not to be shared during the visit.
- Physical contact (hug/embrace) between the guest(s) and incarcerated person are permitted at the beginning and end of visits.
- Holding hands, playing cards and related activities remain prohibited during visitation.
- A list of COVID-19 symptoms will be posted in the Front Entry and the Visitation Room.
- The duration of each visiting session may be modified by the managing officer to increase or decrease to amount of visiting opportunities available to our guests.

## General Visitation Guidelines

- The children's reading and play area will be closed during this operational period.
- No photos with visitors will be permitted at this time.
- The restrooms in visiting will be available for visitors and the incarcerated adult 1 at a time under escort, a porter will sanitize after each person.
- Indoor visiting allows up to thirteen inmates, with two visitors. There are three tables available on the stage. This will be offered to those who are able and willing to walk up a short set of stairs. Handrails and guardrails are established. There are eight tables on the floor. There are also two attorney room available for attorney use only. The managing officer will determine number of guests per visitation block.
- Outside visitation allows for up to ten inmates and two visitors each. Outside seating may be terminated due to weather. The managing officer will determine number of guests per visitation block.
- ORW will adhere to the DRC Housekeeping Plan for COVID-19.
- There will be a JPay blast sent to all offenders notifying them of visitation opening as well as the strict guidelines they will follow.
- These same guidelines and expectations will be added to the institution's website to be reviewed by the perspective visitor. Along with these guidelines will be instructions on how they will be processed into the facility.
- All public defenders and attorneys must submit to a Rapid COVID-19 Test if they do not show proof of a vaccine card.
- Each facility shall coordinate operations to ensure social distancing which may include staggering of guest processing to avoid gathering in entry.
- Masking:
  - No mask required for vaccinated staff or incarcerated people indoors.
  - No masks required outdoors regardless of vaccination status.
  - Family visitors, regardless of vaccination status, must wear a mask indoors.
- Family visitors will have the option of antigen testing on-site or showing proof of vaccination to enter visitation; and visiting will be open for children age 5 and over.

## Rapid Detection Covid-19 Test

- Visitors and the incarcerated adult will follow the same entry screening procedures and process as employees to include: the screening assessment and temperature checks. The visitors must administer the Rapid Detection Covid-19 test and have a negative test result to enter into the institution.
- Staff shall wear appropriate PPE while administering the Rapid Detection Covid-19 Test.
- Visitors shall arrive 45 minutes prior to their visit to allow for screening and testing. When a visitor arrives, the exempt staff member will administer the Rapid Detection Covid-19 Test at the testing site located in the parking lot. The visitor will then exit the testing site and wait in their vehicle until they are called verifying their test results. The exempt staff will call their cell phone notifying them of the result. The visitor will then enter the entrance building where they will answer the screening questions by the entrance building officer, and the visitors will have their temperature taken. Each visitor will be provided a mask, as no personal mask is permitted. Once all screening and testing is complete and are negative, the visitor will enter the facility and proceed to the visit room where they will meet the visiting officer and will be assigned to a table.
- Once the visit is over the offender will remain seated while there is escorted out of the visit room. The offender will then be processed out after.
- Children over 5 will be permitted in accordance with DRC policy 76-VIS-01, they will also be counted as one of the 2 visitors that are permitted to visit. Children over 5 must have the Rapid Detection Covid-19 test administered with a negative result to visit. Children under the age of 5 are not permitted to visit at this time.
- The parent or legal guardian must sign the consent form for the minor. The consent form shall be scanned into OnBase. This task may be completed by a bargaining unit employee.
- Any visitor who refuses the Rapid Detection COVID-19 Test will be denied their visit.
- Testing should not extend the duration of the visit.
- Visitors who are vaccinated may show proof of vaccination and waive the Rapid COVID-19 test.
- Those who are not vaccinated will submit to a Rapid COVID-19 test, and may enter the facility with a negative test.
- If a visitor tests positive for COVID-19 via Rapid Detection COVID-19 Test, the visitor cannot enter the institution for the 30 days. If the visitor tests positive the local health department will be notified, and the visiting officer will be notified to make appropriate documentation in DOTS in the VSL screen, and document the 30-day time period until the visitor is able to schedule a visit.
  - Documentation of a positive Rapid Detection COVID-19 Test should read as the following example:
    - “Guest Robert Smith was denied visitation due to health and safety protocols. Mr. Smith may reschedule a visit on or after May 7, 2021. ORW Officer John Williams, April 7, 2021.”

- If the test is inconclusive, test again until positive or negative.
- If one of the two guests are positive, neither visit.
- The Rapid Detection COVID-19 Test results are confidential and is considered protected health information.

#### Reservations

- Reservations shall be made through the visitation phone number until further notice. 866-286-0033.
- Visits can be made 14 days in advance.
- The visitation reservation line will be open from 6:30am-4:30pm Wednesday-Friday.
- Visitors are not permitted to make reservations when arriving or leaving the visiting hall.
- A confirmation number will be given at the time of the reservation and must be provided to the visitation officer upon arrival for your visit.

#### Visitation Schedule

Officers will work 6:30am-4:30pm

Visitation Days: Wednesday, Thursday, Friday, Saturday, Sunday

Visitation is open to all units (excluding Reception) for all days listed above.

Sessions will be separated into a morning session and afternoon session.

Morning Session: 8:00am-10:30am. Please arrive no later than 7:45am to be processed in.

Afternoon Session: 1:00pm-3:30pm. Please arrive no later than 12:45pm to be processed in.

A calendar will be posted through Jpay, within the unit, and on the Institution's website.

The visitation phone line will be open to reserve an appointment.