



You're Going Back to Visiting... Expect the Unexpected!

Some tips to help you return to visiting
after a long hiatus due to Covid.

Presented by



Training Committee and Staff

Goals for Training

- As more facilities are reopening visiting, we want to convey practical tips and information about what visitors might encounter in returning to visiting after Covid
- Facilities differ locally, hence what we describe here is not universally applicable, but is based on early re-opening experiences

The session will present:

- information to help local coordinators ask pertinent questions about how your institution might be handling visiting
- BOP framework for managing COVID modifications to visiting procedures
- some common visiting room configurations and scheduling procedures that have emerged

Remember, returning to visiting is **YOUR** decision!

- Returning to visiting is an individual decision about your safety and comfort.
- PVS is **not** pushing returning to visit as a requirement, but only when you feel ready.
- If you chose to hold off on returning to in person visiting, you may continue to write letters.

Keep in Mind

There is no way for us to know the vaccination status of any prisoner or staff you may come into contact with. If you would like more information on the BOP's general response to Covid, you can visit their website at:

<https://www.bop.gov/coronavirus/>

Halfway down the page, there is a section entitled ***COVID-19 Vaccine Implementation*** where you can find information by facility.

Before Your First Visit (Part 1)

- Contact your local coordinator; if you ARE the local coordinator, you must contact the Reentry Affairs Coordinator at your facility.
- Make sure you are up to date on your badge and training.
 - This may require a "letter of endorsement," which the PVS office can provide.
- PVS official policy is that all visitors shall be fully vaccinated for the safety of all concerned.
 - Some facilities are requiring proof of vaccination.

Bureau of Prisons Tiered Facility Response System

The BOP has created a "stop light" style system of operations to evaluate current facility and community spread.

Level 1: GREEN

Level 2: YELLOW

Level 3: RED

Bureau of Prisons Tiered Facility Response System

Level 1



IF

Medical isolation rate $< 2\%$

AND

Facility vaccination rate \geq to 65%

AND

Community transmission rate is < 50 per 100,000 over the last 7 days

Level 2



IF

Medical isolation rate 2% to $< 7\%$

OR

Facility vaccination rate 50% to $< 65\%$

OR

Community transmission rate is 50-99 per 100,000 over the last 7 days

Level 3



IF

Medical isolation rate $\geq 7\%$

OR

Facility vaccination rate $<$ to 50%

OR

Community transmission rate ≥ 100 per 100,000 over the last 7 days

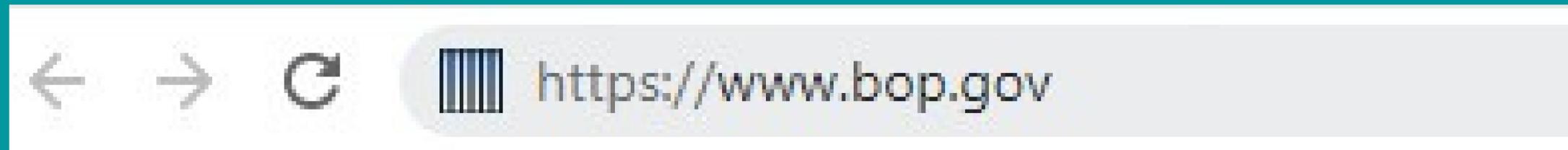
A full breakdown of level specific modifications can be found at:

https://www.bop.gov/coronavirus/covid19_modified_operations_guide.jsp

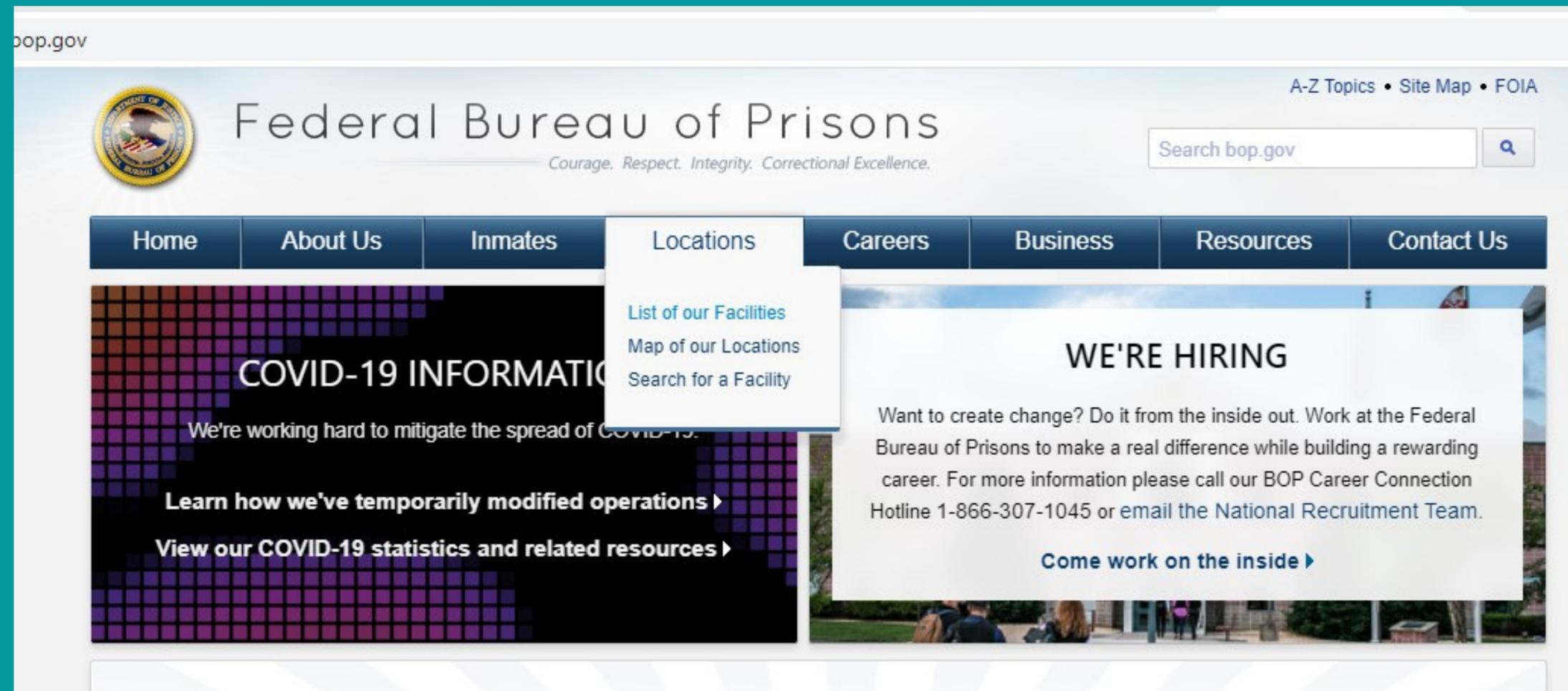
Before Your First Visit (Part 2)

Check your facilities page on the BOP website.

Step 1:



Step 2:



Before Your First Visit (Part 2)

Find your facility.

Step 3:

Our Locations [List of our facilities](#) [Map of our locations](#) [Search for a facility](#)

All Regions ▾ All States ▾ All Facility Types ▾ All Security Levels ▾ All Prison Types ▾ Uncategorized ▾

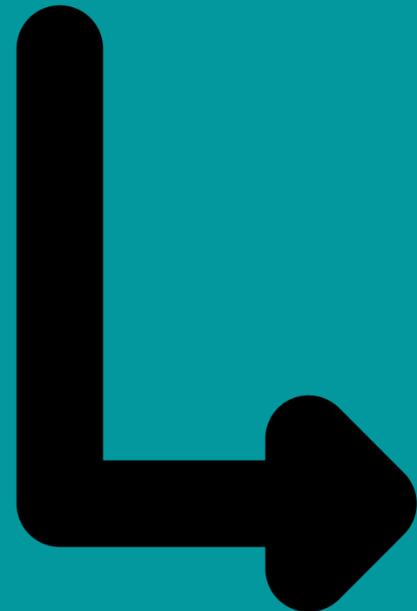
Alderson FPC	Cincinnati RRM	Greenville FCI	McKean FCI	Orlando RRM	Seagoville FCI
Aliceville FCI	Coleman FCC	Guaynabo MDC	McRae CI	Otisville FCI	SeaTac FDC
Allenwood FCC	Cumberland FCI	Hazleton FCC	Memphis FCI	Oxford FCI	Seattle RRM
Ashland FCI	Dallas RRM	Herlong FCI	Mendota FCI	Pekin FCI	Sheridan FCI
Atlanta RRM	Danbury FCI	Honolulu FDC	Miami FCI	Pensacola FPC	South Central RO
Atlanta USP	Detroit RRM	Houston FDC	Miami FDC	Petersburg FCC	Southeast RO
Atwater USP	Devens FMC	Jesup FCI	Miami RRM	Philadelphia FDC	Springfield MCFP
Baltimore RRM	Dublin FCI	Kansas City RRM	Mid-Atlantic RO	Philadelphia RRM	St Louis RRM
Bastrop FCI	Duluth FPC	La Tuna FCI	Milan FCI	Phoenix FCI	Talladega FCI
Beaumont FCC	Edgefield FCI	Leavenworth USP	Minneapolis RRM	Phoenix RRM	Tallahassee FCI
Beckley FCI	El Reno FCI	Lee USP	Montgomery FPC	Pittsburgh RRM	Terminal Island FCI
Bennettsville FCI	Elkton FCI	Lewisburg USP	Montgomery RRM	Pollock FCC	Terre Haute FCC
Berlin FCI	Englewood FCI	Lexington FMC	Morgantown FCI	Raleigh RRM	Texarkana FCI
Big Sandy USP	Estill FCI	Lompoc FCC	MSTC	Ray Brook FCI	Thomson USP
Big Spring FCI	Fairton FCI	Long Beach RRM	Nashville RRM	Reeves III CI	Three Rivers FCI
Brooklyn MDC	Florence FCC	Loretto FCI	New York MCC	Rochester FMC	Tucson FCC
Bryan FPC	Forrest City FCC	Los Angeles MDC	New York RRM	Sacramento RRM	Victorville FCC
Butner FCC	Fort Dix FCI	Manchester FCI	North Central RO	Safford FCI	Waseca FCI
Canaan USP	Fort Worth FMC	Marianna FCI	North Lake CI	San Antonio RRM	Western RO
Carswell FMC	Giles W. Dalby CI	Marion USP	Northeast RO	San Diego MCC	Williamsburg FCI
Central Office HQ	Gilmer FCI	McCreary USP	Oakdale FCC	Sandstone FCI	Yankton FPC
Chicago MCC	Glynco	McDowell FCI	Oklahoma City FTC	Schuylkill FCI	Yazoo City FCC
Chicago RRM	Grand Prairie				

Before Your First Visit (Part 2)

Go to your facilities page.

Step 4:

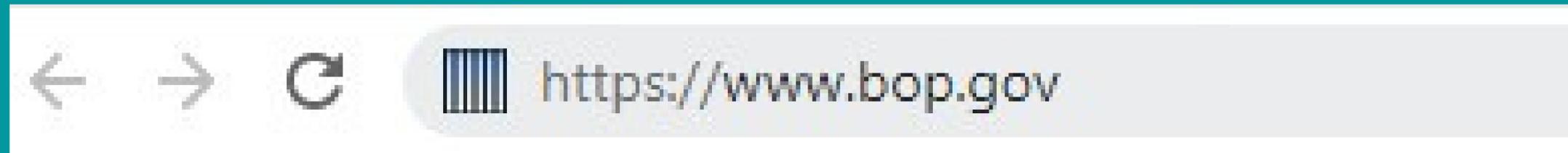
Towards the middle of the page, you will see what level of modified operations the facility is on.



Before Your First Visit (Part 3)

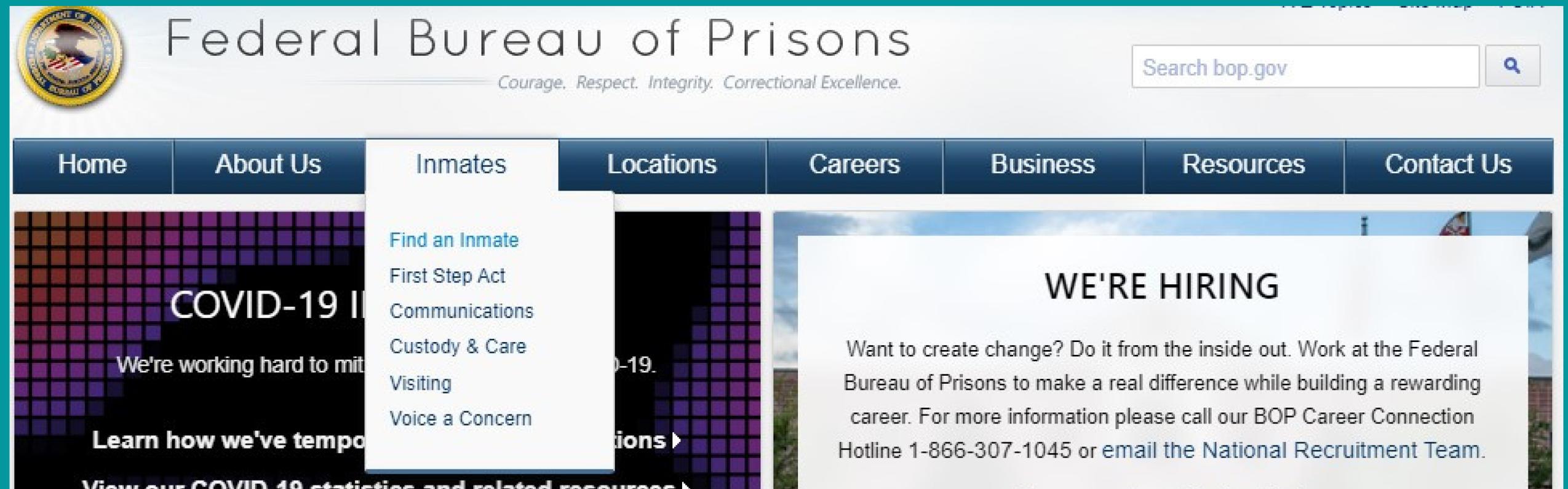
Confirm those on your visiting or waiting list.

Step 1: Go back to the BOP website.



Step 2:

**Find the
Inmate
Locator.**



Before Your First Visit (Part 3)

Confirm those on your visiting or waiting list.

Step 2: Use the inmate locator to search - you can use their full name or number.

Find an inmate.

Locate the whereabouts of a federal inmate incarcerated from 1982 to the present. Due to the First Step Act, sentences are being reviewed and recalculated to address pending Federal Time Credit changes. As a result, an inmate's release date may not be up-to-date. Website visitors should continue to check back periodically to see if any changes have occurred.

Find By Number

Find By Name

Type of Number

BOP Register Number ▼

Number

Search

Before Your First Visit (Part 3)

Confirm those on your visiting or waiting list.

Step 3: Review your results.

Type of Number
BOP Register Number

Number
[Redacted]

Search

Result using number [Redacted]

 [Redacted]
[Redacted]
Register Number: [Redacted]

Age: [Redacted]
Race: [Redacted]
Sex: [Redacted]

Located at: [Memphis FCI](#)
Release Date: 04/09/2024

Related Links
[Facility Information](#)
[Call or email](#)
[Send mail/package](#)
[Send money](#)
[Visit](#)
[Voice a concern](#)

Confirm they are still at your facility

If they were **transferred**, make note of the new facility and alert your local coordinator and the PVS office.

If they were **released**, it will say "Released on:" with a date. Alert your local coordinator and the PVS office. Your local coordinator can provide you with a new person to visit.

Possible Visiting Room Configurations

Every facilities visiting room is going to look different.

Overall, set ups trend in a few categories:

- In the visiting room: limited seating behind plexiglass barriers
- In the visiting room: limited seating across an enforced distance (6ft +)
- Fully non-contact visits: Between glass using phones to communicate.



The following are a few examples of visiting room set ups we have seen.

Possible Visiting Room Configurations



In separate rooms through glass using phones to communicate.

In the same room, with space and a plexiglass divider.



The BOP has not provided photos of their visiting rooms, these are examples from state facilities found online.

All seating configurations require properly wearing a face mask.



Staff will remind you if your mask slips down during your visit.

Visiting Time Constraints

Again, every facility will have different constraints on visiting during modified operations.

Overall, set ups trend in a few categories:

- Limited numbers allowed to visit / by reservation
- Block visiting times
- Unit separation and visiting days assigned to units

All scheduling will be done through your local coordinator or the Reentry Affairs Coordinator at the prison.

General Covid Restrictions

Every facility will have different constraints on visiting during modified operations. However, these are the modifications we hear most often.

- Masks required inside all facilities
- Vaccination required (*see also PVS policy*)
- Temperature and symptom screening on entry
- No vending machine or photo access
- No physical contact
- Short staffing limitations

Working with your Reentry Affairs Coordinator

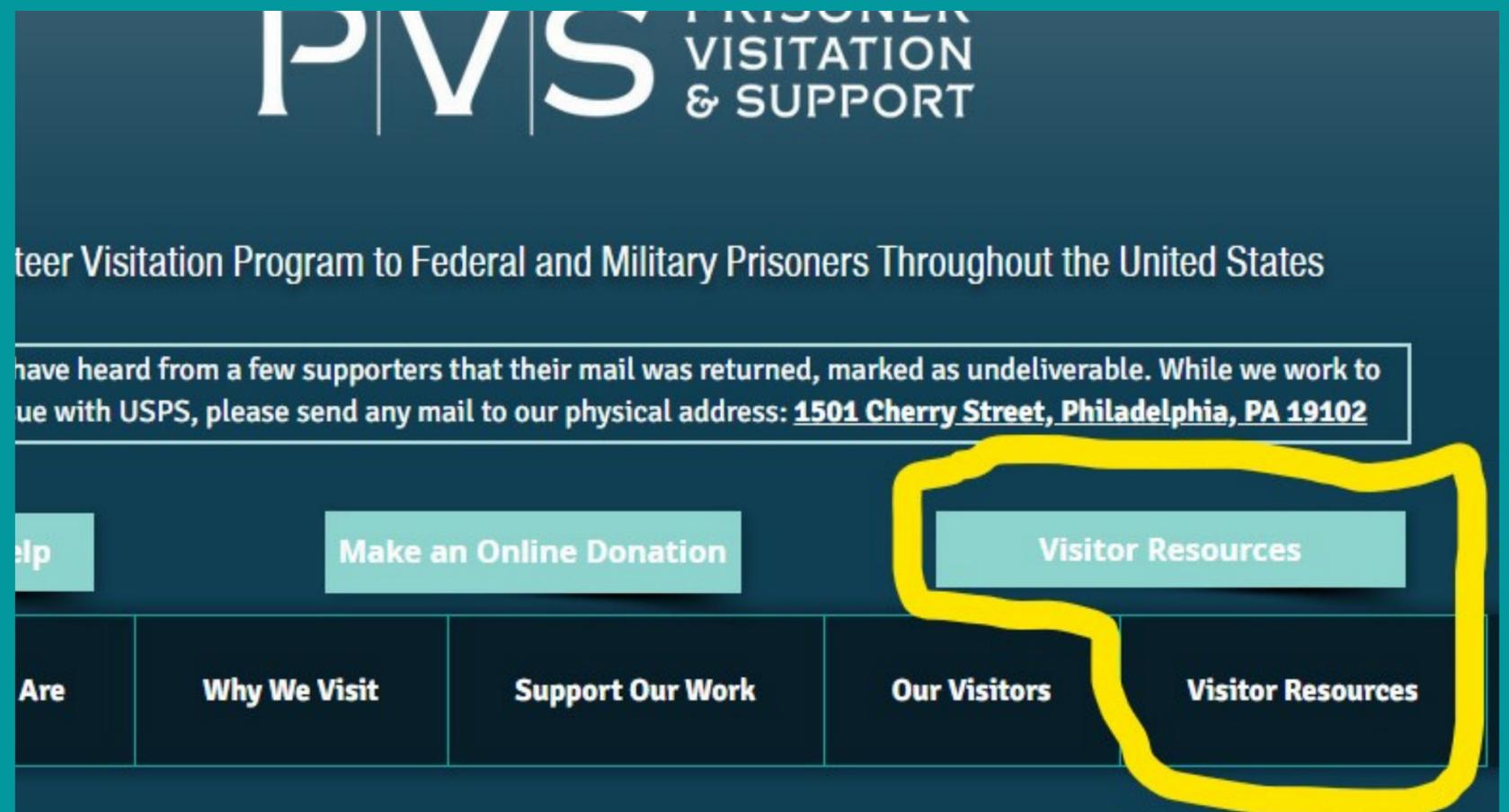
- Rely on your point of contact (RAC, chaplain, etc) to help manage block and unit assignments for scheduling visits.
- Some facilities are strict about re-entry (one and done) while others allow visitors to return for separate blocks on the same day.
- Visiting reservations may be handled by different staff due to short staffing. Show them the same level of respect as you do with your usual contact.
- As an added layer of protection, bring your memo when you visit.
- Most importantly: **Be flexible and patient!**

After Your Visit

Complete a quick report by going to the PVS website:



Click on "Visitor Resources:"

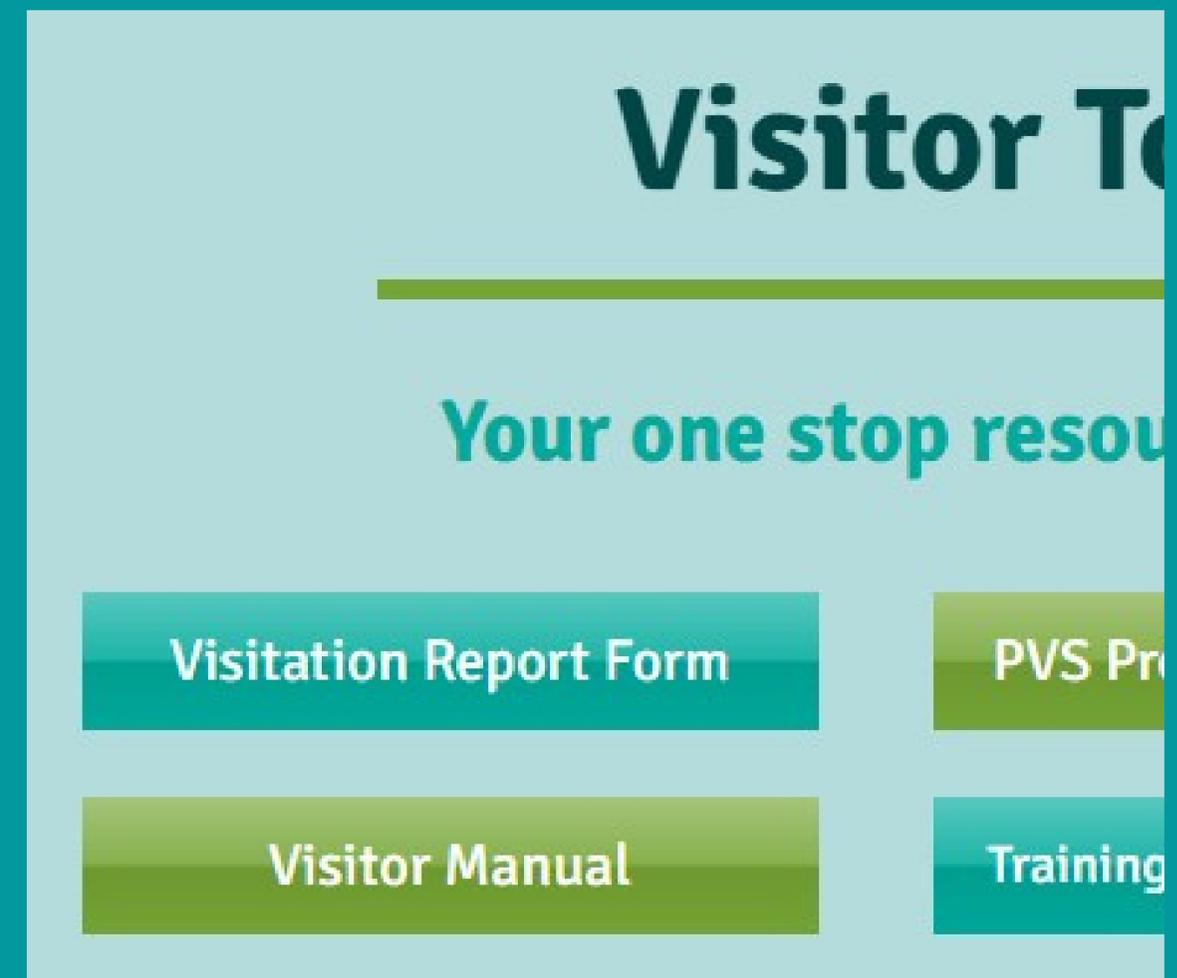


After Your Visit

Enter the case sensitive password:

Visitor1

Click on "Visitation Report Form:"



After Your Visit

Complete the report form!

All you need is the name and number of the people you visited. Your report can be as brief or in depth as you would like.

After you hit "Submit," you will receive a copy, one will go to the national office, and one will go to your local coordinator.

If you ever have any issues with the form, **CONTACT US.**

Helpful Hints:

1. "Tab" to move between fields; do not hit enter until you are ready to submit!
2. Don't hit backspace - the form will reset!
3. If you have more than five prisoners to report on OR more than one day's worth of visitors, just REFRESH the page after you hit SUBMIT.
4. You DO NOT have to write a lot, just so long as you note the prisoners name and register number. Some people write a sentence, some write a paragraph.
5. If you are having issues with the form, [PLEASE EMAIL US!](#) We would rather have a report via email than no report at all.

Visitation Report Form

Today's Date* 

Visitor's Name*

Email Address*

Prison Visited* 

Date of Visit* 

Questions

Thank you for joining us!

Thank you to the Training Committee for all their hard work putting this training together.

If you remember a question you meant to ask, contact us! We are here to help.

pvs@prisonervisitation.org

215-241-7117 (Office)