



**ILLINOIS DEPARTMENT OF CORRECTIONS**  
DIRECTOR'S OFFICE  
SPRINGFIELD 62702

## **COVID-19 RESPONSE**

**JB PRITZKER**  
Governor

**ROB JEFFREYS**  
Director

### **MEMORANDUM**

**To: All Facilities**

**From: Incident Command**

**Date: June 1, 2021**

**Subject: COVID-19 Visitation Plan – Phase 2**

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**Any deviations from the below plan as presented must be approved by Incident Command and the Office of Health Services. These guidelines will be subject to change based upon updated guidance from the Centers for Disease Control (CDC). In addition, the facility and community positivity rate may impact the visitation schedule.**

**The goal is to allow as many in person visits as possible while maintaining universal source control and following all IDOC Office of Health Services protocols.**

- Limited in person visits may resume.
- To receive visiting privileges, incarcerated individuals shall ensure visitors are on their visiting list. This shall indicate all persons, including minors under 18 years of age.
- Visits shall be scheduled in advance utilizing the on-line scheduler. If visitors are unable to access the on-line scheduler, they can call the facility during normal business hours (8:00 am – 4:00 pm Monday through Friday, excluding holidays) and speak with the Video Visit Coordinator to schedule the visit. A phone number shall be provided for the visitor.
- Visits shall be scheduled at a minimum of seven (7) days in advance of the visit. Visits will only be scheduled one (1) month at a time.
- All visitors **must be at the facility at least 10 minutes** prior to their scheduled visit time. Visitors who arrive late and miss their scheduled visit will not be penalized and will be allowed to reschedule without the visit being counted against them. While on grounds, the visitor must call the facility for guidance on entering the facility. This call shall be completed from the parking lot and not while they are still driving to the facility. This will ensure the appropriate amount of time is allotted for processing. If visitors do not have a cell phone, they shall report to the main entrance of the facility and advise the front entrance staff that they have arrived.



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Staff will advise the visitor of the next steps in the visiting process (i.e. whether they need to remain in their vehicle or if they can begin the visiting process).

- On all visits, adult visitors shall be required to show photo identification and provide vehicle information and other pertinent data, such as government identification, official credentials and attorney registration or law student certification. Visitors under 18 years of age shall not be required to show photo identification or a birth certificate but may be verbally identified by name, as appropriate. Visitors shall place their IDs at the window versus handing them to staff.
- Visitors may be asked to lower their face coverings from a safe distance when entering and exiting the facility for identification purposes.
- COVID-19 symptom screening shall be conducted for visitors at all facilities using infrared non-contact thermometers. A posting of signs/symptoms of COVID-19 shall be placed outside of the reception center. Any person who registers a temperature of 100.4° Fahrenheit or higher shall be denied access to the facility following the established IDOC protocols. If more than one (1) visitor traveled together (i.e. by personal vehicle) and has an elevated temperature, then all potential visitors who rode in the same vehicle will not be allowed to visit.
- If visitors arrive early, they will be allowed to remain in their vehicles until their scheduled time.
- Visitor waiting areas **shall have limited** seating to provide appropriate social distancing. These areas shall be appropriately marked. Bathrooms will be open and shall be cleaned after each use.
- Reasonable accommodations shall be provided according to the Americans with Disabilities Act.
- Each facility shall coordinate the visitor check-in times to avoid large gatherings in the reception area.
- Incarcerated individuals shall be required to be temperature screened (utilizing the provided non-contact Delta-Trak thermometers) prior to entrance to the visiting room.
- Surgical masks shall be worn by visitors and incarcerated men and women as recommended by the Office of Health Services.
- Visitors and incarcerated individuals **shall** wear a mask provided by the facility except for specifically documented legal, life, health, or safety considerations. If a visitor prefers to wear their personal mask, it shall be worn over or under the mask provided by the facility.
- If the visitor chooses not to wear their personal mask over or under the facility provided mask, they shall be given a plastic bag to secure their mask in and then it shall be placed in the provided



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visitor lockers. The plastic bags shall be discarded once the visitor retrieves their mask at the conclusion of the visit.

- Hand sanitizer shall be made available in each facility entrance and visiting room. If possible, hand hygiene should be performed with soap and water before and after the visit.
  - The number of visits allowed will be based upon the size of each visiting room. A minimum of ten (10) visits shall be allowed during the hours that unvaccinated visitors/incarcerated individuals are visiting. This number shall be increased based on the size of the facility visiting room. During the hours that vaccinated visitors/incarcerated individuals are visiting, a minimum of twenty (20) visits shall be allowed at one time. NOTE: During the hours that vaccinated visitors/incarcerated individuals are visiting, all members of the visiting party as well as the offender must be fully vaccinated (i.e. two weeks must have passed since their second dose of Pfizer/Moderna or one dose of Johnson and Johnson). Proof of vaccination must be provided to the Gatehouse staff upon entrance to the facility for all individuals who are in the visiting party (excluding children under the age of 12). All properly completed Vaccination cards will have 1) Name; 2) Date of Birth; 3) Vaccine Dose # (i.e. 1 or 2); 4) Product Name/Manufacturer/LOT #; 5) Date of doses and Healthcare Professional Name/Clinic Site. If there are concerns regarding the validity of the card, the Back-Up DAO (BUDAO) must be contacted. **Only the BUDAO will be authorized to deny the visit.**
  - NOTE: Visitors who bring children under the age of 12 must visit during the times listed for unvaccinated/incarcerated individuals.
  - NOTE: If a visitor arrives who was scheduled for a visit during the vaccinated time and they fail to provide a vaccination card, they shall be given the opportunity to wait in their vehicle and visit during an open time during the unvaccinated visiting hours. If there are no time slots available, the BUDAO shall be contacted for further direction. If they have members of the visiting party who are vaccinated who choose to visit during the vaccinated time, then the visitors failing to provide a card must remain in their vehicle.
- Visiting Hours for fully vaccinated visitors/incarcerated individuals will be from:
  - 8:00AM-11:00AM – Visitation
  - 11:00AM-11:15AM – Deep Cleaning



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- 11:15AM-2:15PM – Visitation
- 2:15PM-2:30PM – Deep Cleaning
- Visiting Hours for unvaccinated visitors/incarcerated individuals will be from:
  - 2:30PM-4:30PM – Visitation
  - 4:30PM-4:45PM – Deep Cleaning/Count
  - 4:45PM-6:45PM – Visitation
  - 6:45PM – Visiting Room Closed – Final Deep Cleaning shall be conducted.
- For unvaccinated visitors/incarcerated individuals, visitation will be limited to three (3) visitors maximum per incarcerated individual (to include children) per visiting session.
- For fully vaccinated visitors/incarcerated individuals, visitation will be limited to three (3) visitors maximum per incarcerated individual (to include children) per visiting session. As a reminder, visitors who will bring children under the age of 12 must visit during the specified unvaccinated visiting hours.
- If equipped and weather permitting, outdoor visiting areas shall be utilized. Outdoor visits will count towards the maximum number of visits allowed per day.
- Each facility shall develop a specific plan that addresses outdoor visitation.
- Maximum of three (3) visits per month for each fully vaccinated incarcerated individual. Visitors will only be allowed to visit one time each day unless there are exigent circumstances (e.g. out of state travelers) and prior approval is granted by the Chief Administrative Officer. (This will be monitored and may be increased based on the size of the facility and number of visits scheduled. If a visit must be canceled due to illness or other unforeseen circumstances the scheduled visit will not be counted against the two (2) visit per month limit.
- There are no age restrictions for visitors; however, all children over the age of 2 will be required to wear a mask. This requirement is based off of Governor Pritzker's Executive Order (2020-32), which states that individuals over the age of 2 and who are medically able are required to wear a face-covering when in a public place and unable to maintain a 6-foot social distance from others.
- Visiting area tables shall be spaced apart to allow for proper social distancing.
- Plexi-glass barriers shall be utilized to provide a protective shield between the incarcerated individuals and the visitors.



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- For unvaccinated visitors/incarcerated individuals, physical contact will not be permitted to include hugging, kissing, holding hands or playing cards/board games.
- For fully vaccinated visitors/incarcerated individuals, physical contact will be permitted to include hugging and a brief kiss at the beginning and end of the visit. Fully vaccinated incarcerated individuals will be permitted to hug/kiss their children under the age of 12 even if those children are unvaccinated provided that all other individuals in the visiting party above the age of 12 have been vaccinated. Both the incarcerated individual and the child must be wearing a well-fitted mask and hand sanitizer must be utilized by both upon conclusion of the physical contact.
- During the unvaccinated visiting hours, the use of vending machines is prohibited.
- Vending machines can be utilized for fully vaccinated visitors/incarcerated individuals. The incarcerated individuals must remain seated while the visitor moves to and from the vending machine.
- Visiting Room bathrooms must have sufficient supplies of soap available and shall be cleaned after each visiting session.
- No incarcerated individuals on quarantine/isolation/crisis status will be allowed to visit. The Video Visit Coordinator shall ensure that visitors are notified in advance of the need to cancel their visit because of the incarcerated individual's housing unit being on quarantine/isolation status. Any such cancellation shall not be counted against the maximum number of allowable visits per month.
- Water fountains may not be used.
- Visitors/incarcerated individuals shall always remain seated.
- For unvaccinated visitors/incarcerated individuals, photos will not be allowed.
- For fully vaccinated visitors/incarcerated individuals, photos (including photos with their unvaccinated children) will be allowed.
- Two (2) warnings to incarcerated individuals and/or visitors will be provided to keep masks on appropriately or the visit may be terminated unless there are extenuating circumstances. Signage shall be posted displaying the proper way to wear a mask.