To: ODRC Staff, Inmates, Visitors
From: C. Jefferson, Deputy Warden of Operations
Subject: Inmate Visitation Guidelines (Inside/Outside)
Date: April 27, 2021

The following guidelines will be implemented at The Ohio Reformatory for Women in order to give notice to staff, inmates and guest effective April 29, 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.
- Physical contact with visitors will not be permitted to include hugging, kissing, or holding hands. Related actions such as playing cards and boards games are not permitted due to the inability to sanitize them.
- Transparent OPI barriers will be utilized to separate the visitor(s) and the incarcerated adult.
- Barriers will be placed at the officer's station 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 by cohorts, cohorts are subject to change due to COVID-19 with little notice.
- Visitation may be canceled due to scheduled unit being under Quarantine, which could be subject to be cancelled the same day of the scheduled visit.
- Thorough sanitizing shall occur before and after each visit session.
- The use of vending machines is prohibited during this operational period.

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.

- Outside visitation allows for up to ten inmates and two visitors each. Outside seating may be terminated
due to weather.
- 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 the BD Veritor Rapid Detection COVID-19 Test.

**BD Veritor Rapid Detection Covid-19 Test**

- All Staff, inmates, visitors, and contractors are required to wear masks at all times while on the grounds
of ORW. 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 BD Veritor Rapid Detection Covid-19 test and have a negative test result to enter into the
institution.
- Staff shall wear appropriate PPE while administering the BD Veritor Rapid Detection Covid-19 Test.
- Visitors shall arrive 1 hour prior to their visit to allow for screening and testing. When a visitor arrives,
the exempt staff member will administer the BD Veritor Rapid Detection Covid-19 Test. The visitor will
then exit the entrance building 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 back
into 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 12 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 12 must have the BD Veritor Rapid
Detection Covid-19 test administered with a negative result to visit. Children under the age of 12 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 BD Veritor Rapid Detection COVID-19 Test will be denied their visit.

Testing should not extend the duration of the visit.

Visitors must have a negative test that is provided by the institution to enter.

If a visitor tests positive for COVID-19 via BD Veritor 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 BD Veritor 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 BD Rapid Detection COVID-19 Test results are confidential and is considered protected health information.

At the end of the day, the Protected Health Information form shall be sent to Cassie Wilkins and Brian Niceswanger.

All emails and saved versions of the document must be deleted from the SENT and DELETED folders.

Any paper version of the form and machine receipts must be shredded.

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-Sunday.
- 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: Sunday, Wednesday, Friday

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.

One cohort will be scheduled at a time. A calendar will be posted through Jpay, within the unit, and on the Institution’s website.

***MAY 5, 2021 will be the first day of visitation.

***The visitation phone line will be open Wednesday April 28, 2021 to begin making reservations by cohort starting May 5, 2021.