



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

## **COVID-19 RESPONSE**

**JB PRITZKER**  
Governor

**ROB JEFFREYS**  
Director

### **Visitation Plan – Phase 1 (60 Days)**

**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 the DOC 0004 (Visiting List). This shall indicate all persons, including minors under 18 years of age.
- Prior to the initial visit to any correctional facility: Adult visitors, excluding legal visitors and government officials, shall be required to complete a Prospective Visitor's Interview, DOC 0148 (electronic or hard copy).
- A DOC 0330 (Permission to Allow Visitation of a Minor Child) must be on file for any minor 12 to 17 years of age who is not a member of the incarcerated individual's immediate family.
- The Prospective Visitor' Interview (PVI) and DOC0330 shall be completed and approved prior to arriving at the facility. The PVI is now in electronic format and is located on the IDOC webpage.
- 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



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to the main entrance of the facility and advise the front entrance staff that they have arrived. 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 still 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.
- Only ten (10) visits will be allowed at one time. *This may be increased or decreased based on the size of the facility visiting room upon approval of Operations and the Office of Health Services.*
- Visiting Hours will be from:
  - 8:00AM-10:00AM – Visitation
  - 10:00AM-10:30:00AM – Deep Cleaning
  - 10:30AM-12:30PM – Visitation
  - 12:30PM-1:00PM – Deep Cleaning
  - 1:00PM-3:00PM – Visitation
  - 4:00PM-4:30PM – Deep Cleaning/Count
  - 4:30PM-6:30PM – Visitation
  - 6:30PM – Visiting Room Closed – Final Deep Cleaning shall be conducted.
- Visitation will be limited to two (2) visitors maximum per incarcerated individual (to include children) per visiting session.
- 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 two (2) visits per month for each incarcerated individual. Visitors will only be allowed to visit one time each day. 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.



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- Plexi-glass barriers shall be utilized to provide a protective shield between the incarcerated individuals and the visitors.
- Physical contact with visitors will not be permitted to include hugging, kissing, holding hands or playing cards/board games.
- The use of vending machines is prohibited during visitation.
- 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.
- No incarcerated individual/visitor photos 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.

### **Operational Considerations**

- Gatehouse staff must wear full PPE (N95 mask, gloves, gown, visor) during the visitor search process to reduce the chance of spread from a visitor to staff or from staff to the visitor.
- Current visitation hours will be modified to allow for four (4) 2-hour sessions. There should be at least 30 minutes between sessions to allow for sanitization and the processing of visitors.
- Tables shall be arranged a minimum of 6 feet apart if they are not permanently secured. If they are secured, then every other table shall be utilized to ensure proper social distancing.
- Hand sanitizer shall be available in the gatehouse and in the visiting room.
- Visiting room janitors will disinfect the common surfaces within the visiting room between usage and shall clean the visitor bathrooms (if they were utilized). The officer shall ensure a search of the visiting room is conducted prior to the area being sanitized by the porters.
- Reception staff shall sanitize the reception and visiting waiting areas between visits. Lockers/keys will be sanitized between each use.



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- When feasible, staff who have already recovered from COVID-19 and/or have been fully vaccinated shall be assigned to areas such as the visiting room/reception area.
- When operationally possible, do **not** rotate staff in these areas to other assignments.
- A standardized and brief training shall be conducted covering effective communication for staff that will be assigned to these areas. Topics shall be covered that will allow staff to enforce PPE and source control efforts firmly but professionally and respectfully.

### **Communication**

- The visitation instructions for each facility shall be placed on the IDOC website, the television channel, in the reception center, and in the visiting room.
- The website shall be updated daily as necessary with visitation information or cancellations due to COVID related concerns.