



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: January 28, 2022

Subject: COVID-19 Visitation Plan – Phase 3 – Vaccine Mandate Requirements

Any deviations from the below plan as presented must be approved by Incident Command and the Office of Health Services. These guidelines are 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.
- **Starting on January 31, 2022 all visitors must be vaccinated. See below for additional information.**
- To receive visiting privileges, individuals in custody 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 individual in custody'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.



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- 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. 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 must show photo identification and provide vehicle information and other pertinent data, such as government identification, vaccination/exemption documentation, 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. They must also comply with the new vaccination requirements. Visitors shall place their IDs and documentation 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.



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- 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.

VACCINATION GUIDELINES AS OF JANUARY 31, 2022

- Starting on January 31st, as a result of the decision in the State of Illinois v. AFSCME council 31 S-MA-22-121, **ALL** visitors over the age of 5 must be vaccinated in order to enter an IDOC facility.
- Visitors must have either the first dose of the Moderna or Pfizer vaccine no later than January 31st and the second dose by March 7th or the single dose of the Johnson and Johnson vaccine no later than January 31st. After March 7th, visitors, without approved or pending exemption requests, will be required to be fully vaccinated as described above prior to visits.
- Visitors must provide their vaccination cards or exemption approval upon entrance to the facilities. Staff will make a note that the documentation has been provided and then return the documentation to the visitor. Visitors can also email their vaccination documentation to the facility email addresses that are located in Sign-Up Genius under the facility in which you are visiting.
- Once a visitor's vaccination status has been noted that individual will no longer be required to bring vaccination proof for subsequent visits.
- If visitors believe they have a valid religious or medical exemption, they will be required to provide documentation by emailing it to the following email address:
DOC.VisitorRequest@illinois.gov or mailing a hard copy to the following address:

IDOC Legal Services
1301 Concordia Court PO Box 19277
Springfield, IL 62794



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- Visitors who claim an exemption will be able to visit an IDOC facility while the exemption decision is pending. If the exemption is denied, perspective visitors will have to get the first dose of the two-dose Moderna or Pfizer vaccines or the single-dose Johnson and Johnson vaccine no later than 21 days after the date of the denial in order to visit. Visitors vaccinated with Moderna or Pfizer must then receive their second dose 35 days after the first dose in order to continue visiting.
- Individuals in custody 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 individuals as recommended by the Office of Health Services.
- Visitors and individuals in custody **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 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.
- Visiting Hours will be from:
 - 8:00AM-10:30AM – Visitation
 - 10:30AM-10:45AM – Deep Cleaning
 - 10:45AM-1:15PM – Visitation
 - 1:15PM-1:30PM – Deep Cleaning
 - 1:30PM-4:00PM – Visitation
 - 4:00PM-4:30PM – Deep Cleaning/Count
 - 4:30PM-7:00PM – Visitation
 - 7:00PM – Visiting Room Closed – Final Deep Cleaning shall be conducted.



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- The number of visits allowed will be based upon the size of each visiting room. A minimum of twenty (20) visits shall be allowed at one time.
- Visitation will be limited to three (3) 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 three (3) visits per month for each individual in custody. 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 three (3) 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.
- Physical contact will be permitted to include hugging and a brief kiss at the beginning and end of the visit. Both the individual in custody and the visitors must be wearing a well-fitted mask and hand sanitizer must be utilized by both upon conclusion of the physical contact.
- Vending machines can be utilized. 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 individuals in custody 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/month.



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- Water fountains may not be used.
- Visitors/individuals in custody shall always remain seated.
- Photos will be allowed.
- Two (2) warnings to individuals in custody 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) 2.5-hour sessions. There should be at least 15 minutes between sessions to allow for sanitization and the processing of visitors. Facilities can extend this time if the scheduling permits.
- 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.
- 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.