

TO: Facility Visitor's

FROM: Barry R. Smith
Superintendent

DATE: July 19, 2021

RE: Reopening of SCI Houtzdale Visiting Room

On July 22, 2021 SCI Houtzdale will begin in person visitation by the approved zone and visitation schedule.

Visitor information for in person and video visitation may be obtained at the Department of Corrections website www.cor.pa.gov.

Visits

- In-person visits must be scheduled via the inmate visitation system (same as video visits).
- Visits must be scheduled 3 days in advance (same as video visits).
- Up to 4 visitors are permitted per inmate.
- Each inmate is permitted to have 3 visits per month, one of which may be on a weekend (Saturday or Sunday). This is in addition to the 5-video visit quota.
- Visitation for inmates in the Restricted Housing Unit or Diversionary Treatment Unit will remain video visitation only.
- Visits will be scheduled by zone and housing unit. Inmates who are moved from one zone to another will have all visits cancelled once the housing location change takes place. Visitors must re-schedule the visits cancelled.
- If a visitor doesn't report for the scheduled visit, the visit process officer will cancel the visit upon completion of the time slot. Visits that are a no show will not count against the numbr of visits allowed.
- Visitors who show up for a contact visit without a pre-scheduled appointment will not be permitted to visit.

Visitors

- All visitors must be screened upon arrival via established **Visitor COVID-19 Questionnaire**. The Questionnaire will be made available on the DOC website for visitors to fill out prior to reporting to limit screening time.
- Visitors must also adhere to a temperature screening in the Visit Lobby.
- Disposable masks will be provided to each visitor upon entrance into the institution. All visitors older than 2-years-old must wear a mask.

- If a visitor refuses the Department-issued mask or fails to properly wear the mask during the visit, the visit may be cancelled or terminated.
- If the Inmate being visited is placed on quarantine due to COVID-19 procedures or protocols in person visitation will not be permitted. It is the inmates responsibility to inform family and/or friends if they cannot have in person visitation.
- The Children play area in the Visiting Room will remain closed. Individual boxes of crayons and coloring pages or small coloring books will be made available in the individual visiting sections. The family or friends visiting may then take the item(s) with them when they leave.

Visitor Processing

- Upon arrival, the visitor(s) will call into the facility at (814) 378-1000 and enter extension 1742. Calls cannot be prior to 0800 for the morning visitation and 1100 for the afternoon session.
- When the visitor has arrived and calls into the facility, you will be required to provide a callback number to the Visit Process Officer.
- In order to keep those visiting safe and to provide proper social distancing, the visit process officer will provide instruction to remain in the vehicle until such time as you may enter the lobby.
- The visit process officer will call visitors based on their arrival time into the facility.
- Visitors will be permitted to leave anytime during the visitation period, except during an institutional emergency/drill involving a facility count.
- Upon completion of a visit, the visitor must notify the visiting room officer, who will permit visitors to be processed out of the facility one group at a time.

Vending

- Vending machine access will not be available.
- Future vending needs will be determined at a later date and time.

SCI Houtzdale Weekly Schedule

- In person visitation will be scheduled based on the Inmate Housing Unit assigned and the weekly pre-established schedule.
- Contact visits will be open Sunday, Monday, Thursday, Friday and Saturday.
- Contact Visit sessions will be offered as follows:
 - Two (3) hour blocks (0830-1130 and 1230-1530) will be offered on Monday, Thursday, Friday, Saturday and Sunday.

Monday	8:30am - 11:30am	(A,B,C) Units
	12:30pm - 3:30pm	(D,E,F) Units

Tuesday	CLOSED	-
Wednesday	CLOSED	-
Thursday	8:30am - 11:30am	(G,K) Units
	12:30pm - 3:30pm	(D,E,F) Units
Friday	8:30 am - 11:30am	(I,J) Units
	12:30pm - 3:30pm	(G,K) Units
Saturday	8:30am - 11:30am	(G/K) Units
	12:30pm - 3:30pm	(I,J) Units
Sunday	8:30am - 11:30am	(D,E,F) Units
	12:30pm - 3:30pm	(A,B,C) Units