

**VISITOR BUS FOR FAMILIES
(July 2021 - December 2021)**

Dear Families,

Visits are an integral part of the overall treatment program at Copper Lake School/Lincoln Hills School, especially visits from immediate family members. We would like to remind you that a chartered coach bus with a bathroom is available to assist families at no cost. Copper Lake Lincoln Hills will be allowing 27 individuals to come for visits and they must be pre-approved and scheduled in advance before coming. All visitors must be approved in advance in coordination with youth's Social Worker (filling out DOC-21AA). Reservations for these scheduled visits will be on a first come basis. Visitors may check for availability and schedule their visits by calling the facility at 715-536-8386 and selecting "0" to speak with lobby staff. (If momentarily unavailable please call back a few minutes later, there will not be availability to leave a message to schedule visits.) Visits must be scheduled at least 72 hours/3 days in advance (by Tuesday for that Saturday). Visitors who have not scheduled their visit in advance will not be allowed onto the Visitor Bus. Youth on 15-minute observation check status will be allowed visitation, however those on a higher level of will not.

MEMO FROM COPPER LAKE LINCOLN HILLS SCHOOL DEPUTY SUPERINTENDENT REGARDING COVID AND VISITS:

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Additional dates may be added as needed; we encourage you to call (715) 536-8386 and dialing # 2 or check our website at <https://doc.wi.gov/Pages/AboutDOC/JuvenileCorrections/LincolnHillsCopperLake.aspx> for the most current schedule.

Option A Milwaukee / Madison	Option B Milwaukee / Appleton / Green Bay
Saturday, July 10 th	Saturday, July 17 th
Saturday, July 24 th	Saturday, July 31 st
Saturday, August 7 th	Saturday, August 14 th
Saturday, August 21 st	Saturday, August 28 th
Saturday, September 4 th	Saturday, September 11 th
Saturday, October 9 th	Saturday, October 16 th
Saturday, October 23 rd	Saturday, October 30 th
Saturday, November 6 th	Saturday, November 13 th
Saturday, November 20 th	Saturday, November 27 th
Saturday, December 4 th	Saturday, December 11 th
Saturday, December 18 th	

Option A: Milwaukee/Madison Areas

Milwaukee Pick-Up

The bus departs from Lee School 921 West Meinecke Avenue Milwaukee, WI promptly at 7:00 a.m.

- This is a city bus stop and there is additional parking available in the vicinity.
- The bus loads on N 9th Street, between Meinecke Avenue and W. North Avenue.
- The bus faces south on N 9th Street which is on the west side of the street.
- The bus then travels to the Madison Pick-up location of East Towne Mall 89 E Towne Mall, Madison, WI.

Madison Pick-Up

The bus will pick up at the East Towne Mall at the front door of the J.C. Penny store and departs at 8:30 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

Option B: Milwaukee/Fox Valley Area Pick-Up (Appleton and Green Bay Stops)

The bus departs from Lee School 921 West Meinecke Avenue Milwaukee, WI promptly at 7:00 a.m.

- This is a city bus stop and there is additional parking available in the vicinity.
- The bus loads on N 9th Street, between Meinecke Avenue and W. North Avenue.
- The bus faces south on N 9th Street which is on the west side of the street.
- The bus then travels to Appleton Pick-up of Fox River Mall 4301 W Wisconsin Ave #42, Appleton, WI.
- The bus then travels to Green Bay Pick-up of Walmart Green Bay West of 2440 West Mason Street, Green Bay, WI.

Appleton Pick-Up

The bus will pick up at the Fox River Mall at the front door of the Target Store and departs at 9:00 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

Green Bay Pick-Up

The bus will pick up at the front door of Walmart Green Bay West and departs at 9:35 a.m.

- Bus departs Copper Lake/Lincoln Hills School by 3:00 p.m. and returns passengers at the Madison and Milwaukee pick up areas.

RITWAY COVID INFORMATION BELOW:

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SPECIFIC GUIDELINES GOVERNING VISITS

Visits are an important and integral part of the overall treatment program at Copper Lake/Lincoln Hills School. Visits by family members and other approved parties in a safe and secure environment are encouraged.

Before traveling a long distance to visit it is recommended that you call the facility prior to your departure to check on changing road conditions, situations occurring at the facility, or a change in security conditions affecting your child's visiting status. The number for the facility is 715-536-8386 ext. 0. You can also get general directions to Copper Lake/Lincoln Hills School by dialing the facility number and then ext. 5253.

WHO MAY VISIT:

- ☞ **Only APPROVED visitors with a COMPLETE MAILING ADDRESS and DATE OF BIRTH on record at the facility may visit. Please complete the enclosed Proposed Visitor Questionnaire (DOC-21AA) indicating the complete address, relationship to the youth, and birth date for each immediate family member who may expect to visit.**
- ☞ No unauthorized visitor will be admitted into the facility.

NUMBER OF PEOPLE PER VISIT:

- ☞ Regular visit - Three (3) maximum - Approved visitors, One must be 18 years of age or older

VISITING TIMES:

- ☞ Saturdays
 - ☞ Scheduled visitors using the Visitation Bus will start on arrival of the bus to 3:00 p.m.
 - ☞ Scheduled Self-transported visitors will be 4:00 p.m. to 8:00 p.m.
- ☞ In conjunction with OJOR Reviews/Educational Meetings with prior approval by coordinating, in advance with the youth's social worker.

VISITING AREA:

- ☞ Visits will be conducted in the visiting center in Tubman Hall.
- ☞ The visit begins when the youth arrives at Control.

BUS SERVICE:

A bus service is offered periodically providing transportation from the Madison and Milwaukee areas. Please see the "Visitor Bus for Families in Southeast Wisconsin" form enclosed for more information. You can also call the facility number 715-536-8386 ext. 5252 for details.

MEDICATIONS:

- ☞ Only medically necessary medication such as but not limited to, inhalers, nitroglycerin, epi pens, etc. are allowed in the visiting area.

FOOD ITEMS:

- ☞ No individual food or drink items may be shared.
- ☞ No food item may be brought into the facility.
- ☞ Vending machines are available in the visiting area. Only visitors can purchase food, Youth will not be allowed to access the vending machines.
- ☞ Food must be consumed in the visiting area.
- ☞ No food items are to be taken back to the living unit.

ALLOWED ITEMS:

- ☞ Money, not to exceed \$20.00 for each visitor. Must be coins in a clear bag.
- ☞ Comb, pick or brush, limited to one for each visitor.
- ☞ Up to two (2) baby blankets for each child.
- ☞ Up to four (4) diapers for each child. Diaper bags are not allowed.
- ☞ Up to two (2) plastic baby bottles for each child.

- ☞ One (1) hand-held baby seat for each child.
- ☞ Diaper wipes. Shall be kept in a clear plastic bag.
- ☞ One (1) pacifier for each child.
- ☞ One (1) coat and one (1) pair of gloves for each visitor.
- ☞ Headwear/hats are not permitted unless the Visitor has a religious justification for the headwear.
- ☞ One (1) facility locker key.
- ☞ Visitors are permitted to bring in medically necessary medications such as but not limited to, inhalers, nitroglycerin, epi pens, etc.

NO ITEMS ARE ALLOWED TO BE TAKEN BACK TO ANY OF THE LIVING UNITS.

VISIT GUIDELINES:

- ☞ All items brought into the facility will be inspected. All contents of coats and pockets will be emptied onto a table for inspection, and must clear the metal detector and/or scanner.
- ☞ All visitors 18 years and older are required to provide picture identification prior to entering the facility
- ☞ All visitors will be required to step through a metal detector. Any individual unable to pass inspection through the metal detector will not be allowed into the facility and to participate in a visitation (without prior approval).
- ☞ All visitors will be subject to a brief questionnaire to screen for influenza like symptoms and will be required to have their temperature taken prior to approved admission.
- ☞ All youth and visitors, over the age of 2, are required to wear masks at all times over the mouth and nose, regardless of vaccination status.
- ☞ You must remain in the visiting area for the duration of your visit. Once you leave the visiting area, your visit will be considered terminated.
- ☞ Youths and visitors must sit at a table in the visiting area and must remain together. Each group of visitors must remain separate from any other visits taking place at the same time, unless advance approval is given by the facility utilizing a Special/Extended Visit (DOC-1115) request form for all youth involved.
- ☞ Visitor with special needs may be required to complete a Visitor Requesting Accommodation (DOC-2424).
- ☞ It is the responsibility of the parent or guardian to assure that visiting children are not wandering or running through the visiting area and/or hallways. The parent or guardian should accompany children to the restroom.
- ☞ Visitors may not go for walks around the grounds or parking areas.
- ☞ The youth is required to dress in his dress clothes and must keep his shirt tucked in during the visit.
- ☞ When the visit is concluded, the youth should say good-bye to his or her visitors in the visiting area and then take a seat on the chairs next to the Control window and sit quietly until checked by staff.
- ☞ Please encourage your child to follow the visitation guidelines and cooperate with staff in assuring that this happens.

VISITOR ATTIRE:

- ☞ Clothing must be worn in the manner intended. Restrictions apply equally to all visitors.
- ☞ All youth and visitors are required to wear face masks over the mouth and nose over the age of 2. This is regardless of vaccination status.
- ☞ The following is considered unacceptable and shall result in the denial of entrance to the facility:
 - Clothing that is not in good repair, or is not appropriately fitted and/or reveals the visitor's abdomen, buttocks, breasts or chest area.
 - Transparent/translucent clothing.
 - Shorts, shorter than fingertip length (visitor standing naturally with arms straight down the side of body and finger extended).
 - Skirts or dresses shorter than fingertip length plus three inches (should a reasonable doubt exist, a ruler will be provided to the visitor to enable the visitor to demonstrate compliance).
 - Tops and dresses that are strapless, tube or halter style.
 - Camisoles and tank tops are only permissible when worn under other attire.
 - Tops and dresses that expose the midriff (front and/or back).
 - Spandex or spandex-like and Lycra or Lycra-like clothing. Tights or leggings of this material may be worn under attire of appropriate length as identified in this section.
 - Exposed Undergarments.
 - Clothing with revealing holes, tears or slits.
 - Clothing or accessories with obscene or profane writing, images or pictures.
 - Gang or club related clothing or insignia. This includes, but is not limited to, motorcycle jackets bearing club logos, and footwear.
 - Any clothing that may have the potential to cause undue attention
- ☞ Appropriate attire and footwear shall be worn at all times

TERMINATION OF VISITS:

- ☞ VIOLATION OF VISITING POLICY/GUIDELINES MAY RESULT IN IMMEDIATE TERMINATION OF THE VISIT.
- ☞ VISITORS WHO APPEAR TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL WILL NOT BE ADMITTED TO THE FACILITY.
- ☞ ANY INAPPROPRIATE PHYSICAL CONTACT WILL RESULT IN THE TERMINATION OF THE VISIT.



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Date: June 30, 2021

To: All Copper Lake and Lincoln Hills School Youth Family/Legal Guardian and Visitors

From: Klint Trevino, Facility Superintendent

Subject: Resuming In Person Family Visitation, Updated Procedures

Greetings. I am very excited to announce that we will soon be resuming in person visitation at Copper Lake and Lincoln Hills Schools. This memo highlights some of the forthcoming changes related to visitation.

- Visitations occur every Saturday. Our first visitation date will be Saturday, July 10th. There will be two visitation periods.
 - The first visitation period will be reserved for those utilizing the Visitor Bus from its arrival at the facility until 3p.m.
 - The second visitation period will be for those self-transporting to the facility from 4p.m to 8p.m.
- Visits **must** be scheduled in advance and will be limited. Visits must be scheduled at least 72 hours/3 days in advance (by Tuesday for that Saturday). A visit may have up to three visitors, one of which must be an adult 18 years of age or older.
 - Reservations for visits will be on a first come basis. Visitors may check for availability and schedule their visits by calling the facility at 715-536-8386 and selecting "0" to speak with lobby staff. (If momentarily unavailable please call back a few minutes later, there will not be availability to leave a message to schedule visits.)
 - **Visitors who have not scheduled their visit in advance will not be allowed onto the Visitor Bus or allowed access into the facility.**
- All visitors will be subject to a brief questionnaire to screen for influenza like symptoms and will be required to have their temperature taken prior to approved admission. If a visitor fails the screening they will be directed to return to the bus and/or denied visit if they drove themselves.
- **Face masks are required** to be worn over the nose and mouth by all visitors to the facility over the age of 2. This is regardless of vaccination status.
- When a youth is in intake, quarantine, or medical isolation in-person visitation will not be allowed. Intake is the first two weeks a youth is in the facility. Additional quarantine or medical isolation will be determined as needed by Health Services Unit.
- All visitors are required to complete a DOC-21AA and submit for approval prior to scheduling a visit.
 - No unauthorized visitors will be admitted in the facility.
- Vending machines will continue to be available in the visiting room for visitors to purchase consumable items. All food and drink items must be individually consumed (no sharing).
- All CLS/LHS youth will be provided a similar memorandum to this outlining these items.

*Scheduled Zoom visits will also continue to be made available for youth.

Our Commitment to Your Health & Safety

GO Riteway has always been committed to the health and safety of our valued customers ... now more than ever. With many states opening back up and others to follow suit within weeks, it's time to get back to the way things were ... back to living life, including travel with family, friends and colleagues.

To this end, GO Riteway is open for business with enhancements to our passenger health & safety policy and procedures. GO Riteway has implemented the following recommended Best Practices to help protect our passengers and professional drivers:

- Vehicles are thoroughly cleaned and sanitized daily, including all interior surfaces such as:
 - ❖ The driver's area and dash
 - ❖ Passenger seating area and surrounding hard surface areas
 - ❖ Floor, walkway, stairwell and railings (buses)
- Partitions have been installed in vehicles where possible to provide a physical barrier between driver and passengers
- Employees are trained and furnished with information about COVID-19:
 - ❖ How it spreads
 - ❖ Exposure risks
 - ❖ Proper hand sanitizing practices and other routine infection control precautions
- Employees are provided with:
 - ❖ Alcohol-based hand sanitizer containing at least 60% alcohol at their worksite and in vehicles
 - ❖ Appropriate gloves when necessary and training on properly using them when handling luggage, etc.
 - ❖ Disposable disinfectant wipes so that commonly touched surfaces can be wiped down
 - ❖ CDC-compliant face mask for use when in close proximity to others
- Employees are reporting body temperature prior to shift to ensure those who are experiencing signs or symptoms of COVID-19 remain at home and do not report for duty

For the Safety of Our Valued Customers, GO Riteway Recommends the Following:

- ❖ Limit, to the extent possible, close contact with others by maintaining a distance of at least 6 feet, when entering/exiting the vehicle
- ❖ Implement socially-distanced seating when possible and wear face masks whenever in close proximity to others – *we encourage everyone to wear a mask throughout the duration of the trip*
- ❖ Avoid touching your eyes, nose and mouth
- ❖ Monitor your temperature and stay home if you are sick
- ❖ Wash your hands with soap and water often
- ❖ Practice to the extent possible, limited handling and socially distancing of luggage
- ❖ Use gloves to help limit contact with frequently touched surfaces of the vehicle
- ❖ Possess and use often hand sanitizer containing at least 60% alcohol
- ❖ Cough and/or sneeze into a tissue and dispose of safely

Regarding private charters, GO Riteway is trusting our customers to evaluate the needs and relationship of the group and book passenger count accordingly.

Additionally, we trust that passengers have been informed of the seating arrangements and have the opportunity to decline participation.

We encourage you to visit the CDC's site for the most current information on COVID-19 safe practices <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

We look forward to seeing you soon!

www.goriteway.com

1-800-236-5450