



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Waupun Correctional Institution

Date: June 30, 2021

To: WCI Visitors

From: Emily Propson, Deputy Warden *Propson*

Subject: Plans for In-Person Visiting at WCI

WCI is pleased to offer in-person visits in a new fashion beginning July 8, 2021. We have made efforts to ensure this an enjoyable experience for our population and their loved ones while maintaining COVID-19 protocols. As this is a new venture, we expect there to be room for improvement in our processes. We will make changes to this process as needed and will do our best to communicate any changes to the population and visitors in a timely manner. We thank you in advance for your flexibility and patience.

WCI expects initial demand for in-person visits to be high. Due to physical distancing and other preventative measures related to COVID-19, capacity in the visitation areas has been decreased. WCI will increase Zoom visit availability for individuals in GP status to 1 Zoom visit per week as resources allow. Zoom visits will be available Tuesday, Wednesday, and Thursday. Additionally, the two free phone credits will continue until DOC returns fully to pre-pandemic operations.

Guidelines for Scheduling an In-Person Visit at WCI:

- Visits will be limited to 90 minutes and will be available as follows: Tuesday, Wednesday, Thursday, and Friday: 2:30- 4:00, 4:00- 5:30, 5:30-7:00, 7:00-8:30pm.
- Visiting Days were originally announced to the WCI population (on 6/16/21) as Thursday, Friday, Saturday, and Sunday. However, to ensure that visits will be held as scheduled, effective July 13, 2021 visiting days at WCI will be changed to Tuesday, Wednesday, Thursday, and Friday each week. Visits will continue to be 90 minutes in duration with sessions beginning at 2:30 p.m., 4:00 p.m., 5:30 p.m., and 7:00 p.m. each visiting day.
- Visits already scheduled for Thursday, July 8 – Sunday, July 11 will occur as scheduled.
- Individuals in GP, TLU, DS2, DS3, or AC1, AC2, AC3 may be granted up to two (2) in-person visits per week as availability allows. Those in TLU, DS and AC status will be granted either RHU tele-visit or no-contact visits depending on the individual's status at the time of the visit.
- It is highly recommended to email **DOCDAIWCIZoomVisits@wisconsin.gov** to schedule a visit.
- Visitors without internet access may call **920-324-1160** and leave a message. The call will be returned within one business day to schedule a visit over the phone.
- To ensure each individual is able to receive a visit, visitors may only schedule two (2) visits at a time. However, the two visits may not be scheduled consecutively without special permission from the Social Worker for out of state visitors.
- Visits must be scheduled at least three (3) days in advance, but may be scheduled up to 21 days in advance.
- Visitors should arrive 30 minutes prior to the start of the scheduled visit time to allow for processing (i.e. arrive at 2:00pm for a 2:30pm visit.)
- Visitors who arrive 20 minutes or more past their scheduled visit time will be turned away.
- The visit start time is approximate and is subject to reasonable adjustment due to staff resources and visitor clearance in the lobby.
- Only approved visitors will be permitted to enter the visiting area at the schedule time. Individuals who scheduled a visit but are not on the approved visiting list or are not approved a special visit will be turned away.

Updated COVID-19 Precautions, Rules and Guidelines for Visiting

- A limit of three approved visitors will be allowed for a visit with an individual. Relationship does not matter, but at least one visitor must be an adult.
- Visitors will be subject to COVID-19 screening before admittance.
- Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
- Hand holding is not allowed.
- Children may not sit on the laps of member of the WCI population.
- Adults and children over the age of two (2) shall wear a mask for the duration of the visit.
- Vaccination status of an individual will not alter any of these rules or guidelines.
- Food and/or drink are allowed, but cannot be shared amongst visitors and persons in our care.
- All chairs and tables will be sanitized between visits.
- The children's area shall not be available as it is difficult to sanitize between usage.
- Refusal to comply with these rules may result in ending the visit.
- Visit photographs will be offered. At this time, masks may not be removed for photographs.

In addition to above COVID-19 rules, General Visiting Rules will be enforced. You can find those rules and more information about visitation on the DAI Visiting Information page:

<https://doc.wi.gov/Pages/OffenderInformation/AdultInstitutions/VisitingInformation.aspx>

Visiting Days: Visiting Days were originally announced as Thursday, Friday, Saturday, and Sunday. However, to ensure that visits will be held as scheduled, effective July 13, 2021 visiting days at WCI will be changed to Tuesday, Wednesday, Thursday, and Friday each week. Visits will continue to be 90 minutes in duration with sessions beginning at 2:30 p.m., 4:00 p.m., 5:30 p.m., and 7:00 p.m. each visiting day.

We recognize that some visits have already been scheduled. Visits already scheduled for Thursday, July 8 – Sunday, July 11 will occur as scheduled. Visits will resume on Tuesday, July 13 and will be scheduled Tuesday – Friday from that time forward.

Scheduling of Visits: To ensure each individual was able to receive a visit, it was originally announced that an individual may be granted up to two (2) 90-minute visits per week, but that visitors were only able to schedule one (1) visit at a time. After feedback from the WCI population and visitors, we have decided to allow visitors to schedule two (2) visits at a time. However, the two visits may not be scheduled consecutively without special permission from your Social Worker for out of state visitors.

Visits must be scheduled at least 3 days in advance, but may be scheduled up to 21 days in advance.

As noted in the previous memo, we strongly encourage all visitors to obtain a link to our online scheduling platform by emailing DOCDAIWCIZoomVisits@wisconsin.gov. This is the fastest and most efficient method of scheduling. Visitors without internet access may call **920-324-1160** and leave a message. The call will be returned within one business day to schedule a visit over the phone.

Approved Visitors: Only approved visitors (or those approved for a special visit through the Social Worker) will be permitted to schedule visits.

We understand there will be a variety of opinions on these modifications. Please know these changes were made to ensure WCI can best support scheduled visits between our population and their loved ones. I am grateful for the continued patience and flexibility of WCI staff, population, and community as we navigate in-person visiting in a new way.