Coffee Creek Correctional Facility – COVID Visiting Information – Updated 6-9-22

The Department of Corrections encourages visits between AICs and their friends and families. Please read and become familiar with information regarding visiting; the Visiting (Inmate) Rule can be found at: http://arcweb.sos.state.or.us/rules/OAR_200/OAR_291/291_127.html. Where the directives in this briefing and the Visiting OAR conflict, this document defines the practice.

### Medium Facility
- 1:30pm to 4:00pm Saturday, Sunday, Monday, Tuesday, and Wednesday
- 6:30pm to 9:00pm Saturday, Sunday, Monday, Tuesday, and Wednesday
- Visitors are required to schedule visits on ICSolutions only for Saturday and Sunday sessions; Monday through Wednesday will not be scheduled. We can accommodate up to 51 people (visitors and AICs) in the visiting room. Visitors will be sat in the order in which they are processed.
- Twelve (12) spots can be scheduled on Saturday and Sundays for up to three (3) visitors per AIC, for a total of 51 people in the visiting room.

### Minimum Facility
- 7:00pm to 9:30pm Friday
- 8:00am to 10:30am Sunday
- 1:30pm to 4:00pm Saturday, Sunday, and state-recognized holidays
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- State-recognized holidays are limited to: New Year’s Day, MLK Jr. Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans’ Day, Thanksgiving (Thursday and Friday) and Christmas
- Visitors are required to schedule visits on ICSolutions for afternoon and evening visiting sessions on Saturdays, Sundays, and State-recognized holidays; 12 spots can be scheduled on Saturday and Sundays for up to three (3) visitors per AIC, for a total of 48 people.
- On Friday evenings and Sunday mornings, visitors will be sat in the order in which they are processed. No more than three (3) visitors per AIC are allowed.

### Male Intake – Permanent Orderlies ONLY
- 6:00pm to 9:00pm Thursday
- 8:00am to 10:30am Sunday
- Visits with the Male Intake Orderlies are not required to be scheduled and each AIC is allowed up to three (3) visitors per visits.

### General Information – COVID Visiting
- If you are not feeling well, please do not come to visit Coffee Creek.
Visitors are required to be on the AIC’s approved visiting list to attend an in-person visit; www.icscorrections.com will allow even those individuals not on the visiting list to schedule an in-person visit and the visit will not be allowed if the visitor is not on the approved visiting list.

Visits with AICs housed in Special Housing (DSU, SHU, and MHI) must be scheduled through Facility Special Housing staff, not through www.icscorrections.com.

Visitors are expected to maintain six feet of distance between themselves, other visitors, staff, and AICs. Please ensure you adhere to all signage.

For the afternoon and evening visiting sessions on the weekends and State-recognized holidays, visits are required to be pre-scheduled at www.icscorrections.com at least three (3) days in advance. If you need assistance, you can call ICS Corrections at 1-888-506-8407.

Visitor processing stops 30 minutes prior to the end of each visiting session. Prior to that, visitors may begin their visit at any time during the session.

A privileged visit is limited to three (3) visitors.

Visitors five (5) years of age and older and AICs are required to wear a face covering throughout the visit. OHA does not recommend a plastic face shield alone; visitors may wear a plastic face shield in addition to a mask and not in place of a mask. Coffee Creek is governed by the masking requirement for confinement facilities and not the general population. Masks may be required during visiting longer than general mask mandate requires.

AICs and visitors may share a brief embrace at the start and conclusion of each visit. Visitors and AICs may hold hands with one another above the table. Lap-sized children may sit on an AIC’s lap.

Visitors and AICs will wash their hands prior to entering the visiting room.

Drinks may be purchased from the vending machines and food is not available. Masks can be lowered to take a drink and masks must be immediately returned to a position covering the nose and mouth following the drink. Drinks cannot be shared between AICs and visitors, and visitors may purchase a drink for the AIC they are visiting.

Visitors and AICs are not permitted to visit with other AICs or visitors.

Prior to the Visit

All visitors will be temperature-screened via thermal scanner; anyone with a temperature of 100 degrees or higher will be required to immediately leave the grounds.

All visitors will be screened for COVID-related symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

During your Visit

- Bathrooms are open.

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• Photographs are allowed; everyone in the photo five (5) years of age and older must be properly wearing a mask.
• Children’s play areas are closed.
• Cards and cribbage are available. Visitors are asked to leave games on the table at the end of their visit so the items can be ionized prior to use by the next visitors.
• Visitors may only bring in required medications and baby necessities.

At the Conclusion of the Visit

• Items placed in a locker prior to the visit must be collected prior to exiting the grounds.
• Visitors are not allowed to loiter on facility premises and are expected to leave the facility and exit the grounds in a timely manner.
• The visiting area and surfaces will be thoroughly cleaned before and between visiting sessions.

Visits are an important part of an AIC’s incarceration and have been found to reduce the risks of recidivism. Please make sure to ask staff if you have questions about any of the rules and expectations and read the entire Visiting (Inmate) Rule online. Especially during COVID, we cannot make the visiting environment safe and healthy without you.