



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS
DIVISION OF MEDICAL AND FORENSIC
SERVICES

Helen E. Hanks
Commissioner

Paula L. Mattis
Director, Medical and
Forensic Services

P.O. BOX 1806
CONCORD, NH 03302-1806
603-271-5568 FAX: 603-222-2333
TDD Access: 1-800-735-2964
www.nh.gov/nhdcc

To: SPU and RTU Staff and Patients
From: Paula Mattis, Director
Date: August 27, 2020

A handwritten signature in black ink, appearing to read 'Paula Mattis', written over the 'From:' line of the memo.

Effective September 12, non-contact visits will be conducted via scheduled appointment. In order to be eligible for a non-contact visit, patients must be disciplinary free for one (1) year prior to the proposed visit with no positive urinalyses for two years (excluding NHDOC prescribed medication) and free from any visiting restrictions. Eligible patients may receive one (1) visit per month.

Visitation Guidelines:

- Visits will be a maximum of 45 minutes. Six visits are available per day for SPU and six visits per day for RTU.
- Each visit may accommodate a maximum of two (2) adult visitors, 18 years of age or older. No minors will be permitted into the facility.
- Visitors must be approved on the patient's DOC visiting list.
- All standards set forth in PPD 305 Visiting Policy apply.
- All parties must don a face covering upon entering the facility and for the duration of the visit.
- Designated workers will sanitize the non-contact area between visits.

Visit request process for SPU and RTU:

- Patients may request a visit by submitting an IRS to Heather Wood, Administrative Secretary two weeks in advance of the visit.
- Request slip must include the following information:
 - Proposed date and time (see grid on the reverse of this memo)
 - Visitor(s) full name and date of birth
 - An alternate day and time if the first option is not available.

Visitor screening process:

- Visitors will be required to bring and wear their own fabric face covering, surgical mask or N95 mask for the duration of the visit. No face coverings with inappropriate images -including alcohol or tobacco - will be allowed.
- Visitors are required to complete the NHDOC Covid-19 screening process at Zone 7 (which requires a temperature check, symptom screen for symptoms of COVID-19, a question regarding contact with a confirmed or suspected case of COVID-19 in the prior 14 days, and a question regarding whether the visitor has traveled outside of New England (NH, VT, RI, CT, MA, ME) in the previous 14 days.
- Visitors that refuse to participate in the Covid-19 screening or wear a face covering will be denied entrance at Zone 7.
- Visitors will be requested to use alcohol-based hand rub on entry to the facility.
- SPU/RTU reserves the right to terminate a visit if any visitor displays symptoms that raise concerns regarding Covid-19 or other conduct that would disrupt the orderly flow of the institution.

- Visitors must maintain a least 6 feet of distance from staff at all times, except when staff are conducting searches. Searches will be conducted in a manner to reduce prolonged exposure to the visitor (10 minutes or less).
- Visitation will be monitored to ensure compliance with face coverings and physical distancing.

Please use the days and times below when writing an IRS to request a visit:

Saturday	Non-Contact Booth 1 (RTU)	Non-Contact Booth 2 (SPU)
0800-0845		
0900-0945		
1000-1045		
1145-1230		
1245-1330		
1330-1415		

Sunday	Non-Contact Booth 1 (RTU)	Non-Contact Booth 2 (SPU)
0800-0845		
0900-0945		
1000-1045		
1145-1230		
1245-1330		
1330-1415		