



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CORRECTIONS  
NEW HAMPSHIRE STATE PRISON - CONCORD

P.O. BOX 14  
CONCORD, NH 03302-0014  
603-271-1801 FAX: 603-271-4092  
TDD Access: 1-800-735-2964

Helen Hanks  
Commissioner

Michelle T. Edmark  
Warden

To: All Staff & Residents  
From: Warden Edmark  
Date: May 27, 2021  
Re: NHSP-M Visitation Schedule Effective June 8, 2021

The New Hampshire State Prison for Men, in-person visitations are scheduled to resume June 8, 2021. All standards set forth in COR 305.00 Access to the facilities and grounds of the NH Department of Corrections apply. Request to participate in in-person visitations is voluntary and may increase your potential for COVID-19 exposure.

Visit Eligibility for Residents:

- Must be eligible for visitation (not on any loss of visitation).
- Successfully complete the COVID-19 resident screening process.
- Residents will be permitted one visit per week as space permits.
- All other criteria/restrictions outlined in the In-Person Visit Memo Dated May 5, 2021 no longer apply.

Visitation Guidelines for Residents:

- Visits are available by resident housing unit and will last 45 minutes in duration.
- Visiting party is limited to three (3) people, including children not able to be held by a visitor for the duration of the visit session.
- All individuals 2 years of age or older must don a surgical mask for the duration of the visit.
- All individuals must remain seated at their assigned table. Tables will be a minimum of 6 feet apart from other visiting parties.
- Children's play area is closed.
- Residents and visitors may engage in a three (3) second hug at the beginning and end of the visit.

Visiting Request Process:

- Limited visiting sessions are available by housing unit.
- All visiting requests are to be sent via Request Slip to the Visiting Room at least two weeks in advance of requested date. Request slips will be returned to the resident verifying date and time of visit.
- It is the resident's responsibility to notify their visitors of visit approval and to



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communicate guidelines and procedures set forth by NHDOC.

Residents may request a visit by submitting a request slip to the visiting room beginning immediately, with the following information:

- Proposed date and time that corresponds with their housing unit. Note: Each resident will be assigned a visit start time within the block identified for a 45 minute period. *For example: If Session #1 is requested the resident will receive a start time of 0830, 0845, or 0900 hours.*
- Visitors full name and date of birth.
- An alternative date/time must be provided as a secondary visiting option.

**NHSP-M Contact Visitation Schedule & Professional Video Visitation Schedule**

Effective June 7, 2021

SESSION	TIME	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
#1	0830-0945	Closed	Closed	MCN	R&D Cleared	MCS Attorney Appt. Only	Closed	MCN
#2	1000-1115	Closed	Closed	CCU OR R&D Attorney Appt. Only	CCU	Hancock Attorney Appt. Only	Closed	Hancock
		Closed	Closed	Closed	Closed	Closed	Closed	Closed
#3	1230-1345	Closed	Closed	Hancock	MCS	MCN Attorney Appt. Only	Closed	MCN
#4	1830-1945	Closed	Closed	Closed	MCN	Hancock	Closed	Closed
#5	2000-2115	Closed	Closed	Closed	Hancock	MCS	Closed	Closed



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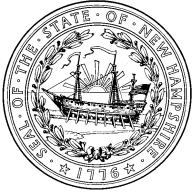
<b>NHSP-M SHU Non-Contact Personal &amp; Attorney Visitation Schedule</b>
Effective June 7, 2021

SESSION	TIME	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
#1	0800-1000		Closed				Closed	
#2	1200-1400		Closed				Closed	

Green-contact/non-contact personal visits by unit @ the NHSP-M Yellow- Contact/non-contact attorney/professional visits only@ NHSP-M Red-Closed
Up to three contact/non-contact attorney visits may be scheduled during personal visiting times.
*Attorney visits will continued to be scheduled through the Warden’s Office.
*One attorney/professional video visitation sessions can be scheduled through GTL during any of visitation times for each C-3/C-4 Unit as indicated.
*Personal non-contact/attorney contact or non-contact sessions for residents in SHU can be scheduled by calling the OIC of the Special Housing Unit @ 271-1927
*Each Session will be 45 minutes in length to allow for staggering of visits to enter/exit and cleaning to occur.

\*Example (excluding SHU): Six personal/one professional visit per start time (of every session). Attorney visit only days/times may have up to seven attorneys per start time.

Visitor Arrival	Start Time	Exit Times
820	830	915
835	845	930
850	900	945



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Visitor Arrival:

- Visitors shall check in at the Visiting Room 10 minutes prior to their visit start time.
  - It is important that visitors are prompt and arrive 10 minutes prior to their visit start time to ensure social distancing standards can be maintained.
  - Visitors who are early will not be permitted access and may be asked to return to their vehicle or asked to exit the premises until their assigned visiting time.
  - Visitors who arrive late to their assigned time, may not be permitted entry and the visit may be cancelled.
  - Our goal is to ensure smooth operation and achieve social distancing. We need cooperation from residents and visitors to make sure that all visiting rules/protocols are followed. It is imperative that everyone presents themselves for visits compliant with our protocols and prepared for entry.
- Visits will be processed one at a time.
- Visitors are responsible to social distance from other parties and follow all posted directives.
- Visitors shall provide the officer with a telephone number in the event that contact tracing is necessary.

Visitor Screening Process:

- Visitors will be required to wear a surgical mask for the duration of the visit. NHDOC will provide a surgical mask to visitors upon arrival.
- Visitors must perform hand hygiene upon entering the facility.
- Visitors are required to successfully complete the NHDOC COVID-19 screening process (which includes a temperature check).
- Visitors that refuse to participate in COVID-19 screening, hand hygiene or wear the issued surgical mask will be denied entrance into the facility.

Resident Screening Process:

- Residents will travel to the visiting room wearing a cloth face covering.
- Residents will successfully complete the NHDOC Resident's Visitation Screening Form (including a temperature check). Forms may be pre-filled out at the Housing Unit or filled out at the Visiting Room; however, temperature checks will occur upon arrival to the Visiting Room.
- Residents will exchange their cloth facemask for a surgical mask and perform hand hygiene.
- At the conclusion of the visit, residents will re-don their cloth facemask, discard their surgical mask and perform hand hygiene.



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Sanitation:

- Cleaning and disinfecting will occur at the conclusion of each visit session.

The NHDOC reserves the right to terminate a visit if a visitor or resident displays symptoms that raise concerns regarding COVID-19, disregard the mask mandate or violate visiting guidelines.