



State of New Jersey

DEPARTMENT OF HEALTH
DIVISION OF BEHAVIORAL HEALTH SERVICES
TRENTON PSYCHIATRIC HOSPITAL
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Chief Executive Office

July 2020

Re: **Trenton Psychiatric Hospital Visitor Guidelines**

Dear Visitors and Friends,

Here at Trenton Psychiatric Hospital (TPH) safety and security is of great importance. With this in mind; please familiarize yourself with the TPH Visitor Guidelines which outline acceptable conduct and procedures while on hospital grounds.

TPH Visiting Hours: Please be advised that visiting hours to meet with consumers will be scheduled between the times listed below:

- **Monday through Friday---6:30 pm to 8:00 pm.**
- **Saturday, Sunday and Holidays---6:30 pm to 8:00 pm.**

COVID 19 Updates: Starting July 17, 2020, TPH wants you to come and visit! Your loved ones will be glad to see you. However, for everyone's safety, we must all follow some basic precautions:

- Visits will be conducted outdoors in fair weather. Wheelchair accessible!
- The State has issued an incoming travel advisory that all individuals entering New Jersey from states with a significant spread of COVID-19 should quarantine for 14-days after leaving that state.
- **Please Note important information located at the Website below:**

<https://covid19.nj.gov/faqs/nj-information/general-public/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey>

- Under the 14-day quarantine travel advisory announced by the Governors of New Jersey, New York and Connecticut, individuals traveling to or returning to New Jersey from states with increasing rates of COVID-19 are advised to self-quarantine for 14 days. This includes travel by train, bus, car, plane and any other method of transportation.
- Please schedule your visit after the advised 14 days of self-quarantine.
- Each visit will be scheduled for a duration of **thirty (30) minutes** once you arrive and greet your loved one.
- This time limit is to ensure proper sanitizing and infection prevention protocols are completed and maintained for safety in between visits.
- Visits must be **prescheduled**.
- Please contact **609-633-1545** to request a reservation for a visit.
- Visitation will be cancelled during inclement weather.

A Social Services Department representative will notify you if your visitation is canceled. Weather can change quickly, so there may be occasions when a visitor arrives on campus and finds out that visitation has been cancelled. Please check the weather forecast and err on the side of caution if traveling a distance.

PLEASE NOTE: The safety of our consumers and visitors are our number one priority. In cases of inclement weather (rain, storm, excessive heat, high heat index) the visit will be rescheduled.

Cancelled visits will receive priority rescheduling.

- Two adult visitors per patient are permitted to visit daily.
- Patients monitored on COVID 19 precautions may not receive visitors.
- Bathrooms will only be available at centralized security at Stratton building and are regularly cleaned by housekeeping.
- All visitors will be required to wear a mask, sign a visitation agreement, pass a temperature screening and be checked for contraband before being permitted on grounds. Failure to complete any of these processes will be cause for denial of visit.
- A **minimum of 6 ft.** must be maintained throughout the visit. Visitors/patients may not come in contact with other visitors/patients.
- Physical contact will not be permitted during visits.

Upon arrival at TPH you will be asked to enter at Gate 2 on Sullivan Way. Security personnel will advise you on where to park. One family (maximum 2 people) will be permitted in the transport vehicle at a time. Vehicles will be cleaned before and after each transport.

Our friendly security staff will transport you to centralized security at Stratton building for check in. You will only need a government ID and your car keys. For infection prevention purposes, please leave all bags and bulky items in your vehicle.

After you are processed by central security you will be transported to your destination. Security staff at each unit will greet you and process your visit. Once you have completed your visit security staff will transport you back to your vehicle at Gate 2 on Sullivan Way.

If you have items or packages that you would like to give to a client, please inform the guard. They will take the packages or items and ensure the person receives it.

Please do not bring anything with you to your scheduled visit. This may delay the beginning of your visit and shorten the time we have set aside for you to spend with your loved one.

TPH Provides Personal Items: In effort to maintain safety and security the hospital offers TPH consumers a variety of essentials, including clothing, footwear, toiletries and outerwear. Despite the hospital's ability to meet patient needs, outside items are sometimes brought by visitors to TPH consumers. These items will be accepted and delivered to the consumer provided they do not cause safety and/or security issues. In addition, items specified on the attached Contraband Addendum list are strictly prohibited on hospital grounds. Also please be advised that consumers are encouraged to limit the receipt and wear of valuable items such as watches or jewelry, etc. It is preferred that valuables be stored with friends or family members outside of the hospital for safekeeping. If consumers choose to keep their valuables in their possession, they will be advised that TPH will not be responsible for these items. If the valuables are stored at the hospital, they are placed in the Patient's Accounts Office.

All Packages to Security Office: For Safety and security purposes, all packages for consumers must pass through the TPH Security Office located in the main Stratton Building. No items will be accepted on the units. For your convenience please come to the Stratton Security office with your packages prior to starting your visit. This will help expedite the security process and allow you to better utilize your time for visitation. A receipt will be issued for packages brought to the Security Office. All items left with Security will be delivered to the complexes for review by the treatment team and delivery to the consumer.

Limits on Quantity: Because of storage limitations, only individuals (single) items will be accepted at the Security Office. Items must be individually packaged and sealed (for example, one tube of toothpaste). Any items which fail to conform to these Guidelines will be: (1) labeled and held for a maximum of 30 days for return to you at your request; or (2) will be given to family member/significant other at the time of their discharge; or (3) will not be accepted by Security.

Consumer Spending Accounts: We have a cashless system, which means that cash should not be given to the consumers or staff. You may provide consumers with funding which can be deposited in the consumer's personal hospital account by:

1. Mailing a check or money order made out to the patient for deposit in their personal hospital account, to the following address:

Trenton Psychiatric Hospital
Attn: Patient Accounts
PO Box 7500
West Trenton, NJ 08628

2. Mailing (to the above address) a check or money order made out to TPH, with the patient's full name in the MEMO section. This alternative allows the business office to deposit the funds in the patient's account immediately. If the check/money order is made out to the patient, the deposit will be delayed as it will require the patient's signature prior to the deposit.

TPH Contact Information: Contact Information for all the Complex Administrators throughout the hospital is as follows:

- **Drake Complex**-Chinwe Agba Eluwa-609-633-1816
- **Raycroft Complex**- vacant- please contact DCEO, Faith Johnson at 609-633-1557
- **Lincoln Complex**-Deborah Howell-609-633-1677
- **Travers Complex**-Velma Snipes-609-633-1847

Thank you for abiding by the TPH Visitor Guidelines. Your assistance and cooperation are important to helping us make your visit to TPH a positive experience. Please feel free to contact TPH Administration if you have any questions.

Respectfully,
TPH Administration.

Addendum Contraband List*

Please see the list of items considered contraband. Consumers at TPH are not permitted to possess contraband items as they may threaten the health, safety and/or the security of consumers or others in the hospital setting. TPH contraband includes:

Contraband:

1. Matches, lighters, lighter fluid, other combustible/ flammable products
2. Metal cans, hard plastic, and glass containers
3. Tools, such as hammer, screwdrivers, scissors, can openers, etc.
4. Pieces of wire, rope, twine, certain types of jewelry, chains, neckties, scarves more than 12 inches long
5. Any cord, string, rope, belt, etc., that cannot be easily broken with minimal pulling in excess of 12 inches long----Belts are allowed in Travers Complex
6. Suspicious items (braided or wet cloth made from twine, shirt, pillowcases etc.) in excess of 12 inches long
7. Hooded sweatshirts or sweatpants with drawstrings-- Allowed in Travers Complex
8. Sharp objects including syringes, nails, razor blades, knives, needles, pins, tacks or staples

9. Keys or other common items that can be used as weapons
10. Canes or crutches unless medically necessary
11. Plastic bags
12. Aerosol spray, glue, solvents and other types of toxic substances
13. Alcohol in any forms (including personal care items)
14. All ingestible items (beverages, food, candy, lozenges-wrapped and unwrapped)
15. Cigarettes or other tobacco products, paraphernalia or smoking devices.
16. Cell phones
17. Cameras or any other electronic device with the capacity to take pictures or record video which in turn would violate patient confidentiality
18. Personal electrical appliances except small music devices (Headphone cords must be less than 12 inches)
19. Pornographic materials
20. Money and other forms of currency**
21. Computers, iPads, or any types of data processing equipment
22. Medications and over the counter preparations not prescribed by hospital
23. Controlled dangerous substances or other intoxicants
24. Firearms or explosives of any kind
25. Boots—Allowed in Travers Complex
26. Each patient will be permitted only one of any one item (Ex.-one shampoo, one toothpaste, etc.)
27. Only one outfit of clothing will be permitted to be dropped off at each visit. Storage space is limited in the living areas.
28. Illegally burned copies (i.e. “boot leg” or “pirated”) DVD’s or CD’s will not be permitted. Illegal DVD’s include copies of films which are currently in the movie theaters and been reproduced illegally (even if in a sealed wrapper) DVDs and CDs must be presented sealed in their original packaging.

The possession of the following items, in addition to being contraband, may violate the law; when found, they are to be handled according to the procedures for illegal contraband:

1. Medications and over-the-counter preparations not prescribed by the hospital
2. Syringes or intravenous equipment
3. Controlled dangerous substances (e.g., marijuana, heroin, cocaine, crack, etc.) or other intoxicants and paraphernalia associated with their use
4. Firearms or explosives of any kind

Footnotes:

* ^b *Visitors providing contraband items to TPH consumers are subject to a loss of visitation privileges.*

** *TPH endeavors to remain a cash free facility in order to avoid the misuse of currency and to avoid consumer distraction from clinical goals and objectives. Consumer savings accounts can be accessed by consumers when necessary, such as when consumers leave TPH and attend brief visits off-site, or other similar circumstances.*