

## PANDEMIC VISITING ROOM RULES AND REGULATIONS

### Federal Prison Camp Duluth, Minnesota

It is the policy of this institution to provide visiting facilities and procedures that will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate and motivating him towards positive behavior. However, FPC Duluth is currently under modified operations due to a national pandemic, and this includes additional restrictions and limitations regarding visiting. Staff members assigned to the Visiting Room will be provided proper PPE for use during the visitor screening process. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Social visits are permitted every other Saturday and Sunday with a morning visiting time between the hours of 8:15 - 11:15 and an afternoon visiting time between the hours of 12:15 - 3:15. Each block of time will be allotted according to housing unit to limit potential exposure to COVID-19. See attached pandemic Visiting schedule. Inmates housed in quarantine or isolation dorms will not be allowed to participate in visiting. The visit times will be assigned on a rotating schedule which will be provided to inmates well in advance. At this time a maximum of 13 inmates will be permitted to visit during the time assigned to their housing unit. Inmates are required to sign up for a visiting station to ensure there is space available for their visitors. The schedule will be arranged as follows:

Saturday	Sunday
8:15 - 11:15 Dorm TBA	8:15 - 11:15 Dorm TBA
12:15 - 3:15 Dorm TBA	12:15 - 3:15 Dorm TBA

Visit room surfaces will be thoroughly cleaned and disinfected between visit groups. Inmates are required to sign up for a visiting station in advance to ensure there is space available for their visitors. An inmate's immediate family; mother, father, step parents, brothers, sisters, wife, and children, are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for prospective visitors. The number of visitors on an inmate's approved list will be limited to 24.

2. The outside entrance gate to the Visiting Room will ordinarily be opened at 8:00 a.m. on Saturdays and Sundays. The inside entrance gate will be opened at 8:10 a.m. respectively. Visitors will follow the Visiting Center access road to the parking lot located south and adjacent to the Visiting Center.

3. Due to current operation requirements, the maximum number of persons who may visit an inmate at one time is two. There will be no split visits allowed.
4. Plan your arrival prior to 8:45 a.m. for the morning visit time and 12:45 p.m. for the afternoon visit time. Inmates will not be called to the Visiting Center after these cutoff times.
5. Inmates and visitors must both use hand sanitizer when entering and exiting the Visiting Center and must wear face coverings for the entire visit.
  - **Per CDC, wearing face coverings in public** will reduce the spread of COVID -19. Face coverings are required to be worn by all visitors while inside the Visiting Center. All face coverings will be provided by the institution.
  - **Face coverings are NOT required to be worn by children under age 2.**

**Wear your Face Covering Correctly**

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.

It will be the visitor's responsibility to ensure children over the age of 2 wear their face covering while in the Visiting Room at all times. Failure to comply can be grounds to terminate the visit.

6. Visitors will be given a temperature check and symptom screening once inside the entrance of the Visiting Center. When lining up to enter the Visiting Center, visitors are required to maintain social distancing of 6 feet, and will only enter the screening area (lobby) when directed by staff.
7. There are 13 visiting stations available for use, which will prevent overcrowding of the Visiting Room and enable all inmates and visitors to maintain a safe distance from one another. Inmates are required to sign up in advance to reserve a visiting station during the timeframe assigned to their housing unit.
8. Visiting may be terminated because of institutional emergencies or improper conduct by the inmate or his visitor. If a visit is terminated due to unacceptable conduct, the concerned inmate may receive disciplinary action. Limitations on the length of frequency of an inmate's visit may be imposed when these visits interrupt the continuity of an inmate's program.

9. There will be no physical contact of any kind. Visitors and inmates must stay on opposite sides of the plexiglass and remain in their own visiting station unless using the bathroom. The inmate photo program will be suspended under these pandemic visiting times.
10. All monies, packages, gifts, and pictures must be received by the inmate through the institution mail service. Inmates will not be allowed to handle money or receive items outside the institutional mail service.
11. Prospective visitors under the age of 16 must be accompanied by a responsible adult unless prior approval has been obtained. Each adult visitor will be required to provide proof of their identity to the Visiting Room Officer, (i.e., current driver's license). Each adult visitor will be required to sign an information form indicating their name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of their awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of federal law (U.S. Code, Title 18, Section 7291) and is punishable by imprisonment and/or a fine.
12. The Visiting Room Officers are responsible for supervising the visits. Visitors should use good taste when choosing their apparel. Examples of inappropriate dress might include: revealing attire, see through blouses, bathing suits, miniskirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper under garments. No open toe shoes, thongs or sandals will be worn. Any apparel that does not adequately cover or which exposes the primary areas of the body from shoulder height to the upper knee area will result in that visitor being refused entrance into the Visiting Room.
13. Visitors will maintain complete supervision of their children while in the Visiting Room or on institutional property.
14. The children's room, playground area, and vending machines will not be available for use.
15. The use of cameras or recording equipment without written consent of the Warden is strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without the prior approval of a member of the inmate's Unit Team. Visitors are encouraged to store all of their parcels, handbags, non-prohibited items, etc., in their vehicles. These items will not be allowed into the Visiting Room. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.

16. In a situation where visitors are suspected of attempting to introduce contraband on to institution property or into the institution, that visitor is subject to a detailed search of their person and/or property. Further, attempts to introduce contraband onto institutional property will be referred to the Unites States Attorney's Office for prosecution.
17. Any visitor who departs the Visiting Room will not be authorized re-entry. ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.
18. All visitors are required to lock their cars and ensure that personal property is secured within the vehicle. Lockers in the entry area are not available for use. Additionally, no one is permitted to wait in the parking lot or remain on institution grounds for persons visiting an inmate. Visitors are responsible for any items left in their vehicles.
19. You are not allowed to converse with the inmates prior to entering or after leaving the Visiting Room. Failure to follow this requirement may lead to cancellation of your visit and possible removal from the inmate's visiting list.
20. Allowable Items in the Visiting Center:

Attorneys carrying briefcases-attorney/client visiting room  
 3 to 4 baby diapers  
 Baby rattle or teething ring  
 Small, hand-carried infant seat  
 Two bottles of formula or liquid for infants  
 Up to two approximately 16" X 16" clear plastic bag (for baby article storage)  
 Emergency/Life sustaining medication

Non-Allowable Items in the Visiting Center:

Cellular phones	Cameras
Recording Devices	Pagers
Playing cards	Chewing gum
Toys	Diaper bags
Newspapers	Strollers
Magazines	Baby carriages
Money	Lighters
Cigarettes	Food
Matches	Beverages

Electronic equipment of any type to include electronic cigarettes and smart watches.

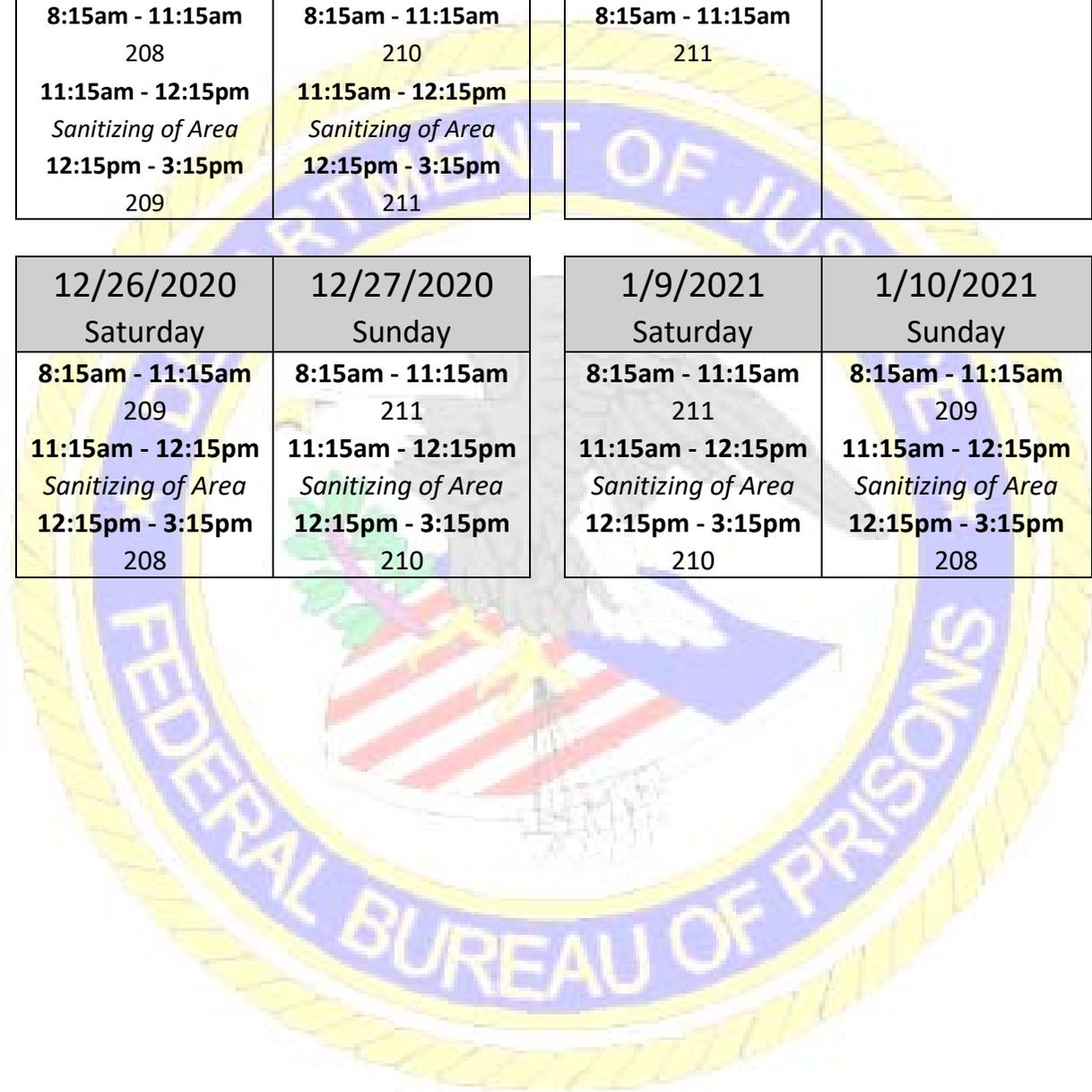
Inmates' visitors are not allowed to bring pets onto the institution grounds. The only exception is a trained and certified canine, such as a Seeing Eye dog. Prior authorization from the Warden is required. The visitor must show proof of the



**PANDEMIC VISITING SCHEDULE**

11/28/2020 Saturday	11/29/2020 Sunday	12/12/2020 Saturday	12/13/2020 Sunday
8:15am - 11:15am 208	8:15am - 11:15am 210	8:15am - 11:15am 211	
11:15am - 12:15pm <i>Sanitizing of Area</i>	11:15am - 12:15pm <i>Sanitizing of Area</i>		
12:15pm - 3:15pm 209	12:15pm - 3:15pm 211		

12/26/2020 Saturday	12/27/2020 Sunday	1/9/2021 Saturday	1/10/2021 Sunday
8:15am - 11:15am 209	8:15am - 11:15am 211	8:15am - 11:15am 211	8:15am - 11:15am 209
11:15am - 12:15pm <i>Sanitizing of Area</i>			
12:15pm - 3:15pm 208	12:15pm - 3:15pm 210	12:15pm - 3:15pm 210	12:15pm - 3:15pm 208



**PANDEMIC VISITING SCHEDULE**

<b>1/23/2021</b> Saturday	<b>1/24/2021</b> Sunday	<b>2/6/2021</b> Saturday	<b>2/7/2021</b> Sunday
8:15am - 11:15am 208	8:15am - 11:15am 210	8:15am - 11:15am 211	8:15am - 11:15am 209
11:15am - 12:15pm <i>Sanitizing of Area</i>			
12:15pm - 3:15pm 209	12:15pm - 3:15pm 211	12:15pm - 3:15pm 210	12:15pm - 3:15pm 208

<b>2/20/2021</b> Saturday	<b>2/21/2021</b> Sunday	<b>3/6/2021</b> Saturday	<b>3/7/2021</b> Sunday
8:15am - 11:15am 209	8:15am - 11:15am 211	8:15am - 11:15am 210	8:15am - 11:15am 208
11:15am - 12:15pm <i>Sanitizing of Area</i>			
12:15pm - 3:15pm 208	12:15pm - 3:15pm 210	12:15pm - 3:15pm 211	12:15pm - 3:15pm 209

<b>3/20/2021</b> Saturday	<b>3/21/2021</b> Sunday	<b>4/3/2021</b> Saturday	<b>4/4/2021</b> Sunday
8:15am - 11:15am 208	8:15am - 11:15am 210	8:15am - 11:15am 211	8:15am - 11:15am 209
11:15am - 12:15pm <i>Sanitizing of Area</i>			
12:15pm - 3:15pm 209	12:15pm - 3:15pm 211	12:15pm - 3:15pm 210	12:15pm - 3:15pm 208

<b>4/17/2021</b> Saturday	<b>4/18/2021</b> Sunday	<b>5/1/2021</b> Saturday	<b>5/2/2021</b> Sunday
8:15am - 11:15am 209	8:15am - 11:15am 211	8:15am - 11:15am 210	8:15am - 11:15am 208
11:15am - 12:15pm <i>Sanitizing of Area</i>			
12:15pm - 3:15pm 208	12:15pm - 3:15pm 210	12:15pm - 3:15pm 211	12:15pm - 3:15pm 209

Updated: December 8, 2020