

Special Visiting Schedule and Procedures

Visiting schedule and procedures have been modified in response to the COVID-19 pandemic. Please review and familiarize yourself with the revised schedule and procedures for the visiting institution prior to your arrival to expedite the screening process in the Front Lobby and/or screening site.

1. All visitors are required to wear a mask or face covering prior to entering the Front Lobby or screening site and at all times while on institution property. The mask or face covering must cover the nose and mouth.
2. The mask or face covering should be plain and cannot be bandana material or style.
3. All visitors are required to clear a temperature check and complete a symptom screening form prior to visitation.
4. Visitation is no-contact. Physical contact is strictly prohibited at all times.
5. Any violation of the no-contact protocols may result in the visit being terminated.
6. The children's play area will be closed.
7. Vending machines will be closed.
8. Social distancing may cause number of visitors per inmate to be limited.
9. Review the attached schedule for revised days of the week, hours, and length of visitation.

Your adherence to these rules is appreciated for the safety of the inmate population and the public.

Updated: October 1, 2020

FCI Dublin Modified Social Visiting Schedule

Social visiting will resume Saturday, October 3, 2020, under the following conditions:

There will be two visiting sessions per day - AM and PM. Visiting will be limited to ten inmates per session at the FCI and seven inmates per session at the camp. Two visitors per inmate. AM visitation is 7:30 - 9:30; PM visitation is 11:30 - 1:30.

Saturday, October 3, 2020	Sunday, October 4, 2020
A Unit	B Unit
Saturday, October 10, 2020	Sunday, October 11, 2020
C Unit	D Unit
Saturday, October 17, 2020	Sunday, October 18, 2020
E Unit	F Unit
Saturday, October 24, 2020	Sunday, October 25, 2020
B Unit	A Unit
Saturday, November 7, 2020	Sunday, November 8, 2020
D Unit	C Unit
Saturday, November 14, 2020	Sunday, November 15, 2020
F Unit	E Unit
Saturday, November 21, 2020	Sunday, November 22, 2020
A Unit	B Unit
Saturday, November 28, 2020	Sunday, November 29, 2020
C Unit	D Unit
Saturday, December 5, 2020	Sunday, December 6, 2020
E Unit	F Unit
Saturday, December 12, 2020	Sunday, December 13, 2020
B Unit	A Unit
Saturday, December 19, 2020	Sunday, December 20, 2020
D Unit	C Unit
Saturday, December 26, 2020	Sunday, December 27, 2020
F Unit	E Unit



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution

Dublin, CA 94568

September 14, 2020

COVID-19 Social Visiting Procedures

FCI Dublin will adhere to the following procedures and protocols for social visiting inside the Institution and Satellite Camp Prison.

Procedures and Protocols:

- All visiting will be non-contact i.e., inmates and visitors are not permitted to touch at any time before, during, or after the visit.

Sanitation and Personal Protective Equipment (PPE)

- Staff must use masks and gloves to handle any visitor property. Gloves should be changed frequently. Additional PPE will be maintained in the lobby and visiting room.
- All areas, to include lobbies and sallyports, must be cleaned following the completion of visiting.

a. Visitor Approval:

- (1) All inmates desiring to receive regular visits must submit a list of proposed visitors to their designated Unit Team staff. Staff will compile an approved visiting list following a background check of the proposed visitors.
- (2) The inmate must have known the proposed visitor prior to incarceration. The Warden must approve visiting privileges for proposed visitors who did not have an existing relationship with the inmate prior to incarceration.
- (3) When the Warden disapproves the request of a proposed visitor, (e.g., security concerns,

extensive criminal history, no relationship prior to incarceration), a letter will be prepared by Unit Team staff for the Warden's signature, and sent to the applicant documenting the reason for denial.

- (4) Ordinarily, visiting lists are limited to 25 approved visitors.
- (5) A media representative who wishes to visit outside their official duties must qualify as a regular visitor, or if applicable, a special visitor.
- (6) Inmates can make a request to change their visiting list at any time. During pandemic protocols, once a visit has been scheduled to arrive there will be no changes made to scheduled visit. Only the visitors scheduled to arrive can visit on the scheduled date. If a visitor cannot make the visiting appointment, the inmate cannot change visitors once the schedule has been made.
- (7) All visitors, including contractors and volunteers, are subject to testing through the ion spectrometry device. Testing procedures will be followed in accordance with Program Statement 5522.02, Ion Spectrometry Device Program.
- (8) During pandemic protocols, all visitors, contractors and volunteers must clear a temperature check and complete a screening form, (attachment C). Those not clearing the temperature check or screening form will not be allowed to visit.

b. Location:

- (1) All visits will be conducted in the visiting room. During pandemic protocols, all outside visiting areas will be closed.
- (2) Legal visits for general population inmates will be conducted in the visiting rooms at the FCI and SCP during non-visiting days. Legal visits for Special Housing Unit inmates will be conducted in the Special Housing Unit interview room. Legal visits for isolation or quarantined inmates will be in the SCP's chapel. During pandemic protocols, all inmates and visitors must wear a face covering and following CDC guidelines for the duration of the visit.

- (3) Visitors are required to park in the designated visitor parking lot and may not arrive earlier than one half-hour prior to the visiting schedule. During pandemic protocols, it is the inmate's responsibility to advise the visitor of their designated visiting day and arrival time.
- (4) During visiting days under pandemic protocols, visitors cannot arrive earlier than 6:30 a.m. for the morning visiting session or 10:00 a.m. for the afternoon visiting session. Visitors will drive through the Front Gate checkpoint. While wearing full personal protective equipment, staff will conduct a pre-screening, which includes verification of the visitors scheduled visit. The visitors will be issued a COVID-19 screening form and directed to either the designated FCI or SCP visitor parking areas. Visitors will remain in their vehicles and complete the screening form. Staff will meet the visitors in the designated parking areas. Those not clearing the temperature check or screening form will not be allowed to visit.

c. Visiting Hours: Below lists the visiting schedule for both facilities.

- (1) Below lists the visiting schedule for both facilities during the pandemic protocol.

		FCI and SCP	
Saturday	AM session	7:30 a.m. -	9:30 a.m.
	PM session	11:30 a.m. -	1:30 p.m.
Sunday	AM session	7:30 a.m. -	9:30 a.m.
	PM session	11:30 a.m. -	1:30 p.m.
Federal Holiday	Special Housing Unit		7:00 a.m. - 1:00 p.m.

d. Frequency of and Number of Visits: Inmates are allowed visits only during designated visiting periods.

- (1) During pandemic protocol, both FCI and SCP visiting is limited to two hours. A visitor may not leave and return to the visit. If a visitor leaves during the two-hour visit, the visit will be terminated.
- (2) During pandemic protocol, the number of visitors is restricted. The FCI will be limited to ten inmates during the AM visiting session and ten inmates during the PM visiting session. The SCP

will be limited to seven inmates during the AM visiting session and seven inmates during the PM visiting session.

- e. Identification/Records of Visitors: All inmates will be provided request forms upon arrival to establish an approved visiting list. Immediate family members, verified in the inmate's Pre-Sentence Investigation report, will ordinarily be approved.
- (1) All adult visitors (16 years and older) are required to present acceptable means of photo identification (ID) prior to being admitted into the institution. Acceptable forms of ID include, but are not limited to, a valid driver's license, valid state ID card, passport, or other official government-issued photo ID. Visitors without proper ID (photo identification) will not be permitted to visit. Front Entrance staff having any questions or concerns regarding acceptable identification will refer the matter to the Operations Lieutenant and/or the IDO.
 - (2) Visitors will complete the Notification to Visitor Form (BP-224). The Visiting Room Officer will retain this form in the visiting file.
 - (3) All visitors must pass through and clear the metal detector before entering the FCI. In the event a visitor is unable to clear the metal detector, the hand-held metal detector will be used. The visitor may be asked to submit to a pat search conducted by the same sex for the detection of contraband, but has the option to refuse. However, refusal will prevent the visitor from visiting on that date. Additionally, the Operations Lieutenant and IDO will be notified.
 - (4) Ordinarily, inmate visitors will be randomly screened with the Ion machine at the Front Entrance prior to entering the institution.
 - (a) When the first test of a visitor is positive, the Operations Lieutenant will be notified. Staff will then follow Ion testing procedures as prescribed by program statement 5522.02, Ion Spectrometry Device Program.
 - (5) All visitors at the FCI will receive a hand stamp before entering the institution, which will be verified with a black light before exiting the institution.

- (6) A record of all visits and special visits will be maintained by the Front Entrance Officer. The visiting program will be used to verify authorized visitors. In the event the visiting program is not accessible, the printed copy of the approved visiting list will be used.
 - (7) It is the responsibility of the inmate to ensure visitors receive the Visiting Regulations, (attachment B), prior to visiting. These rules are provided to the inmate by Unit Team staff upon placement of visitors on the approved visiting list.
 - (8) During the pandemic protocol, visitors are required to have a temperature check and must complete a Covid-19 screening form. Visitors not clearing the temperature check or screening form will not be allowed to visit.
- f. Special Visits: Unit Team staff is responsible for arranging special visits. Ordinarily, special visits will take place in the visiting room during regular visiting hours, and supervised by the Visiting Room Officer.
- (1) Types of visitors: clergy, former or prospective employers, sponsors and parole advisors, representative of the Consulate. Visits in this category serve such purposes as assistance in release planning, counselling, and discussion of family problems.
 - (2) A special visit can also be arranged for an authored visitor other than at regularly established visiting times, or in excess of regularly permitted visits.
 - (3) During the pandemic protocol, Special Visits will be arranged during non-visiting days.
- g. Attorney Visits (Legal): Attorney visits will be coordinated by Unit Team staff in accordance with institution supplement DUB 5267.08 (D) Visiting Regulations.
- h. Institutional Activities: Institutional activities must be maintained. Visits which unnecessarily interfere with institutional activities will not be allowed.
- i. Visits for Inmates not housed in General Population:

- (1) Admission and Holdover Status: The Warden may limit visitors to immediate family members of the inmate, during the admission orientation per, or for holdover, were there is neither a visiting list from a transferring institution nor other verification of proposed visitors.
 - (a) Ordinarily, an initial visiting list will be prepared and distributed within seven days of receiving the required information to process the visiting list.
- (2) Special Housing Unit (SHU): Visits for inmates assigned to the SHU are limited to three hours. Visits for Special Housing Unit inmates will be non-contact. One video visit station is located inside the SCP Visiting Room.
- (3) Visits at Outside Hospital: All visits require prior approval by the Warden and are subject to the general visiting policy of the hospital.
- (4) Quarantine and Isolation Unit: Inmates housed in the Isolation - Quarantine Unit will not be scheduled for social visits. Only attorney - legal visits coordinated through Unit Team staff are authorized.

j. Restrictions/Conduct:

- (1) In person social visits under the pandemic protocol are no-contact visits. Each inmate will be allowed to have two visitors. The inmate will be seated on one side of a visiting table and the visitors will be seated on the opposite side. The inmate and visitor will be separated by clear plexy glass.
- (2) An initial embrace, hug, handshake, or contact of any kind will not be allowed.
- (3) The visiting room will be sectioned into an inmate side and visitor side. At no time will a visitor be allowed on the inmate side or an inmate be allowed to crossover onto the visitor side.
- (4) Visitors may not visit with two inmates simultaneously.
- (5) Visitors will remain seated in the assigned visitor chair and will ensure their face covering is not removed. No physical contact is allowed at any time.

k. Termination or Denial of Visits:

- (1) Visiting will be immediately terminated by the Operations Lieutenant and/or IDO for any inmate or visitor displaying disruptive or improper conduct such as removing face covering or attempting to make physical contact during the visit.
- (2) Visitors will be denied entrance to the facility if it is not their prescheduled visiting day.

1. Identification and processing of inmates:

- (1) In the FCI, inmates receiving a visit will report to the visiting room during controlled moves. The AM visiting inmate group move will be conducted at 7:00 a.m., and the PM visiting group move will be conducted at 11:00 a.m. The inmates will enter the FCI visiting room from the compound side door and escorted to their assigned seating.
- (2) At the SCP, inmates receiving a visit will report to the Camp Officers station and walk to the SCP Visiting Room during controlled moves. The AM visiting inmate group move will be conducted at 7:00 a.m., and the PM visiting group move will be conducted at 11:00 a.m. The inmates will exit the SCP and follow the designated inmate-visiting path towards the SCP Visiting Building. Inmates will enter the building through the inmate-processing door and be escorted to their assigned seating.
- (3) The visit may be ended at any time by the inmate or visitor by notifying the Visiting Room Officer.

Social Visiting Rules and Regulations

- Visiting will be immediately terminated by the Operations Lieutenant and IDO for any inmates or visitors displaying disruptive or improper conduct, such as removing face masks or attempting to make physical contact during the visit.
- Visitation will be non-contact only. A Plexiglas barrier will be between the visitor and inmate.
- A maximum of two visitors will be allowed per inmate. No children under the age of 16.
- The visiting room will be sectioned into an inmate side and visitor side. At no time will a visitor be allowed on the inmate side or an inmate be allowed to crossover onto the visitor side.
- All visits must be prescheduled.
- FCI and SCP visits are limited to two hours. A visitor may not leave and return to the visit. If a visitor leaves during the two hour visit the visit will be terminated.
- Visitors must be symptom screened and temperature checked upon entry into the facility. Visitors who are sick or symptomatic will not be allowed to visit.
- Both inmates and visitors must wear face coverings at all times and perform hand hygiene just before and after the visit. Visitors are expected to wear and will be screened for appropriate face coverings (including improper coverings such as bandanas.)
- There will be no physical contact of any kind to include an embrace at the beginning and end of the visit. Additionally, inmates and their visitors will not be authorized to take photographs based on the inability to socially distance themselves.
- Food and beverages will not be allowed.

FCI Dublin

COVID -19 Visitor Screen Tool

Date: _____

Name of inmate you are visiting: _____ Reg. No. _____

1. Temperature: _____°F		Method: Forehead
<input type="checkbox"/> If Temperature (Forehead) \geq 100°F Then Deny Access		
2. Signs (Visitor Complete)		
Yes No	New On-Set Cough	# of Days _____
Yes No	New Onset Trouble Speaking/ Difficulty Breathing	
Yes No	Fatigue	
Yes No	Muscle or Body Aches	
Yes No	Sore Throat	
Yes No	New Loss of Taste or Smell	
Yes No	Stuffy/Runny Nose	
Yes No	Nausea or Vomiting	
Yes No	Diarrhea	
<p>NEW VISITATION RULES: Two-layer cloth masks are MANDATORY for ALL visitors of ANY AGE. NO PHYSICAL CONTACT is allowed between inmates and visitors, including children. Visitor Screening must be completed the day of visit. If you are unable to comply with ANY of these requirements, you will not be allowed visitation.</p>		
Any visitor may be denied access or asked to leave at the discretion of FCI Dublin staff.		

1) Visitor Name (Last, First): _____ Year of Birth (Year): _____

2) Visitor Name (Last, First): _____ Year of Birth (Year): _____

Institution: FCI DublinState: CA