



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

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P.O. Box 280  
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Fairton, New Jersey 08320

(Pandemic Addendum FCI)

Institution  
Supplement

OPI: CAPTAIN  
NUMBER: FAI 5267.09  
DATE: September 14, 2020  
SUBJECT: VISITING REGULATIONS

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1. PURPOSE: The purpose of this Institution Supplement is to implement visiting procedures at the Federal Correctional Institution, Fairton, New Jersey.
2. DIRECTIVES AFFECTED:
  - A. Directive Referenced:  
MODIFICATION OF CORONAVIRUS (COVID-19) PHASE NINE ACTION PLAN,  
dated August 31, 2020.

3. PROCEDURES:

**TEMPORARY MODIFICATIONS TO VISITING PROCEDURES DUE TO COVID-19 PANDEMIC.** *Inmates in quarantine or isolation status will not participate in social visiting due to protocol with Coronavirus (COVID-19) procedures.*

- A. Due to social distancing guidelines established by the CDC, space in the visiting room has been limited. Due to limited spacing, all visits will be scheduled. FCI inmate visitors will email [FCIFAIRTONVISITING@bop.gov](mailto:FCIFAIRTONVISITING@bop.gov) by 12:00 p.m. (EST) the Friday before your visiting weekend to schedule the visit (The visiting schedule will be maintained by Unit Counselors and given to Lieutenants Office and Front Lobby the Friday prior to the scheduled visiting day.) The email should include the name, register number, and housing unit of the inmate they wish to visit. Inmates and visitors understand visitation for the FCI is a three (3) hour period. No exceptions will be made.
- B. All visitors will be symptom screened and temperature checked prior to entry into the institution grounds at the established COVID-19 Symptom Screening site located at the institution entrance. Visitors who cannot pass the symptom screening will not be allowed to visit. All visitors in a group must pass the symptom screening or the group will not be allowed to visit for that day.

- C. Visitors will be given a colored dot sticker indicating that they have passed the symptom screening process. This sticker must be maintained for provision to Visiting Room staff upon entry.
- D. All visitors will be provided a face covering to use during the visit. This is the only facial covering allowed during visiting. Visitors over two (2) years old and above are mandated to wear a face covering. Visitor face covering and dress attire will be strictly enforced. Refusal to abide by these restrictions will result in termination of the visit.
- E. It is mandated that all visitors and inmates will be required to wear a face-covering properly over the nose and mouth at all times while in the visiting room. They will also be required to perform hand hygiene before and after the visit.
- F. All staff will wear masks and gloves while handling visitors' property. Gloves will be changed frequently. Additional PPE will be stored in the Lobby and Visiting Rooms.
- G. VISITATION IS NON-CONTACT ONLY. All visitors and inmates will remain seated during their visits and not cross the barrier that separates visitors from the inmate. Visitors will maintain social distancing (6 feet apart) during the entire visit, to include entering and exiting. No embrace is allowed at the beginning or end of the visit.
- H. Inmates and their visitors will not be authorized to take photographs based on the inability to social distance themselves.
- I. Space in the Visiting Room is going to be limited due to Coronavirus (COVID-19) Protocols. For the safety of staff, families, and inmates, everyone will adhere to all CDC regulations on "Social Distancing" (both between the visitor/inmate group as well as mandated spacing between other visiting groups within the visiting room) to limit exposures inside the visiting room.
- J. FCI Housing Units will have the opportunity to visit two (2) days per month (See schedule below). Ten (10) inmates will be permitted to visit during the allotted time. Each inmate will be authorized a maximum of three (3) visitors during their visit (regardless of age).
- K. All high touch areas, tables, chairs inside the visiting room will be sanitized and disinfected between visitation periods. This will also be conducted prior to opening and upon closing visitation daily.
- L. Food and beverage will not be allowed. Vending machine access is not allowed.
- M. Chairs have been placed in specific places and will not be moved.
- N. All Lobbies and Sallyports will be sanitized upon completion of visiting.
- O. All visitors must pass a walkthrough metal detector.

#### 5. Procedures upon Arrival to FCI Fairton –

1. COVID-19 Symptom and Temperature screening on initial entry to FCI Fairton.
2. Inmates are allowed three (3) total visitors. All Visitors (age two and above) will wear face masks provided by staff at all times in FCI Fairton.
3. The screening Site will issue BP-A0224 NOTIFICATION TO VISITOR form. Visitors should fill this form out prior to arrival to the front lobby.
4. Staff will process one group at a time inside the front lobby. We will not allow anyone inside the lobby until the group being processed has been moved to the visiting room.
5. When called into the lobby, Visitors should provide Visiting Form and proper identification to Front Lobby Officer for proper processing.
6. Visitor's property is limited to car keys and Identification (Drivers License/Passport) for the duration of the visit. Visitors will not be authorized hats, handbags, purses, bags wallets, or cash in the visiting room. This is for the safety of staff, visitors, and inmates to limit potential exposures in the visiting room. The only exceptions are unmixed baby formula, 3 diapers, a small number of wipes, female sanitary napkins (limit, two, in original packaging), and required medications. Any other items will be approved on a case-by-case basis and must have written approval through the Captain or Duty Officer prior to the scheduled visiting day.
7. Upon entering the visiting room, Visitors must conduct hand sanitation utilizing an alcohol-based hand sanitizer located at the officer station. Inmates will be required to wash their hands using soap and water after the property/personnel search and prior to entering the Visiting Room.
8. THIS IS A NON-CONTACT VISIT. The visitor/inmate will not touch the barrier.

#### Procedures upon Ending visitation and departing visiting room

1. Upon completion of Visiting Hours, the Visiting Officers will systematically process visitors and inmates out of the visiting room. They will process one inmate as well as their visitors at a time. Once that inmate and his visitors have been removed from the visiting room, staff will begin calling the next inmate/visitors to be processed out.
2. THIS IS A NON-CONTACT VISIT. The visitor/inmate will not touch the barrier.
3. Once in your vehicle, you are asked to immediately depart the institution grounds and avoid contact with other visitors or staff. Masks will be worn to and from the vehicle at all times while on institution grounds.
4. Once all inmates and visitors have been out processed and the visiting room is empty. The assigned orderly will enter the visiting room to properly sanitize and disinfect all areas.

#### **FCI Fairton COVID-19 Statement:**

During the COVID-19 pandemic, our focus at FCI Fairton continues to be the health and safety of our employees, inmates, and the community, while doing our part to control the spread of the disease. All visitors, inmates, and staff will be screened prior to entering FCI Fairton. All persons will be required to wear a face mask at all times while at this facility, and maintain at least 6 ft. social distancing. Hand sanitizer is readily available and expected to be utilized when soap and water are not accessible.

**4. VISITING DAYS/HOURS**

**1<sup>ST</sup> & 3<sup>RD</sup> WEEKEND OF MONTH**

**Saturday:** Special Housing UNIT

7:30 am Visitor COVID screening starts

8:15 am - 9:30 am Visitor processing

11:00 am Visiting ends

11: 30 am -12:00 pm Sanitation

A right UNIT

12:00 pm - 1:30 pm Visitor processing

3:00 pm Visiting Ends

3:30 pm - 3:45 pm Sanitation

**Sunday:** B left UNIT

7:30 am Visitor COVID screening starts

8:15 am - 9:30 am Visitor processing

11:00 am Visiting ends

11: 30 am -12:00 pm Sanitation

B right UNIT

12:00 pm - 1:30 pm Visitor processing

3:00 pm Visiting ends

3:30 pm - 3:45 pm Sanitation

**2<sup>ND</sup> & 4<sup>TH</sup> WEEKEND OF MONTH**

**Saturday:** C left UNIT

7:30 am Visitor COVID screening starts

8:15 am - 9:30 am Visitor processing

11:00 am Visiting ends

11: 30 am -12:00 pm Sanitation

C right UNIT

12:00 pm - 1:30 pm Visitor processing

3:00 pm Visiting Ends

3:30 pm - 3:45 pm Sanitation

**Sunday:** D right UNIT

7:30 am Visitor COVID screening starts

8:15 am - 9:30 am Visitor processing

11:00 am Visiting ends

11: 30 am -12:00 pm Sanitation

D left UNIT

12:00 pm - 1:30 pm Visitor processing

3:00 pm Visiting ends

3:30 pm - 3:45 pm Sanitation

#### 4. Procedimientos a la llegada a FCI Fairton –

1. COVID-19 Examen de síntomas y temperatura en la entrada inicial a FCI Fairton.
2. Los presos tienen permitido 3 visitantes en total. Todos los Visitantes (de dos años o más) usarán máscaras faciales proporcionadas por el personal en todo momento en FCI Fairton.
3. El sitio de cribado emitirá el formulario BP-A0224 NOTIFICATION TO VISITOR. Los visitantes deben llenar este formulario antes de la llegada al vestíbulo principal.
4. El personal procesará un grupo a la vez dentro del vestíbulo delantero. No permitiremos que nadie dentro del vestíbulo hasta que el grupo que está siendo procesado haya sido trasladado a la sala de visitas.
5. Cuando se llama al vestíbulo, los visitantes deben proporcionar el Formulario de Visita y la identificación adecuada al Oficial del Lobby Principal para su procesamiento adecuado.
6. La propiedad del visitante se limita a las llaves del coche y la identificación (licencia de conducir / pasaporte) durante la duración de la visita. Los visitantes no serán sombreros autorizados, bolsos, monederos, carteras de bolsos o dinero en efectivo en la sala de visitas. Esto es para la seguridad del personal, visitantes y reclusos para limitar las posibles exposiciones en la sala de visitas. Las únicas excepciones son la fórmula para bebés sin mezclar, 3 pañales, un pequeño número de toallitas y los medicamentos necesarios. Cualquier otro artículo será aprobado caso por caso y debe tener aprobación por escrito a través del Capitán o Oficial de Servicio antes del día de visita programado.
7. Al entrar en la sala de visitas, los visitantes deben llevar a cabo el saneamiento de las manos utilizando un desinfectante de manos a base de alcohol ubicado en la estación oficial. Los reclusos deberán lavarse las manos con agua y jabón después de la búsqueda de la propiedad/personal y antes de entrar en la Sala de Visitas.
8. ESTA ES UNA VISITA SIN CONTACTO. El visitante/recluso no tocará la barrera.

#### Procedimientos para finalizar las visitas y salir de la sala de visitas

1. Al finalizar las Horas de Visita, los Oficiales Visitantes procesarán sistemáticamente a los visitantes y reclusos fuera de la sala de visitas. Procesarán a un recluso, así como a sus visitantes a la vez. Una vez que ese recluso y sus visitantes hayan sido retirados de la sala de visitas, el personal comenzará a llamar al siguiente recluso / visitantes para ser procesados.
2. ESTA ES UNA VISITA SIN CONTACTO. El visitante/recluso no tocará la barrera.
3. Una vez en su vehículo, se le pide que salga inmediatamente de los terrenos de la institución y evitar el contacto con otros visitantes o personal. Las máscaras se usarán hacia y desde el vehículo en todo momento mientras estén en terrenos de la institución.
4. Una vez que todos los reclusos y visitantes han sido procesados y la sala de visitas está vacía. El orden asignado entrará en la sala de visitas para desinfectar y desinfectar adecuadamente todas las áreas.

#### Declaración de FCI Fairton COVID-19:

Durante la pandemia COVID-19, nuestro enfoque en FCI Fairton continúa siendo la salud y la seguridad de nuestros empleados, reclusos y la comunidad, mientras hacemos nuestra parte para controlar la propagación de la enfermedad. Todos los visitantes, reclusos y personal serán examinados antes de ingresar a FCI Fairton. Todas las personas tendrán que usar una máscara facial en todo momento mientras estén en esta instalación, y mantener al menos 6 pies de distanciamiento social. El desinfectante de manos está fácilmente disponible y se espera que se utilice cuando no se puede acceder al agua y el jabón.