



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution - Gilmer
Glennville, West Virginia 26351

April 22, 2021

MEMORANDUM FOR FCI AND SCP GILMER VISITORS

FROM: 
R. M. Wolfe, Warden

SUBJECT: Social Visiting Schedule and Guidelines

FCI Gilmer resumed social visiting on Friday, April 16, 2021. See the schedule and visitor guidelines below. A visit must be scheduled by the inmate, through his unit team, prior to anyone coming to the institution.



FCI Gilmer

INMATE BULLETIN

Social Visiting will resume Friday, April 16, 2021

- Visitation will be non-contact only
- Minimum of 6-feet between all visitors and inmates
- Visitors will be screened and temperature checked upon entry
- Sick or symptomatic visitors will not be permitted entry
- Inmates and visitors must wear approved face coverings at all times
- Bandannas are not considered appropriate face coverings
- No physical contact (including embraces) or photographs permitted
- No food or drink permitted (provisions for baby food/formula)
- Inmates in Isolation or Quarantine will not participate
- Limit of **two** visitors per inmate/per visit will be permitted
- Visitation will be scheduled in **1.5 hour** blocks by housing-unit
- Enhanced sanitation will be conducted between time blocks
- Frequency of visits will be adjusted to ensure all inmates have an opportunity to visit
- SHU Visitation will be held on Mondays from 9:00am – 10:30am
- Inmates and visitors must remain inside the designated social distancing barrier at all times or your visit will be canceled
- To request a visit, you must submit a Request to Staff form to your unit team, include the name of your visitor(s), by noon on each Wednesday of the visiting week.

FCI

Time	Fri.	Sat.	Sun.	Mon.
9:00a – 10:30a	A-1	B-2	C-2	SHU
11:30a – 1:00p	A-2	B-3	C-3	C-1
1:30p – 3:00p	B-1	B-4	C-4	A-4

SCP

Time	Sat.	Sun.
9:00a – 10:30a	SCP	SCP
11:00a – 12:30p	SCP	SCP
1:30p – 3:00p	SCP	SCP

April 23, 2021

//R. M. Wolfe//

Date

Warden

Visitor Guidelines:

Given the continued concerns regarding COVID-19, FCI Gilmer has implemented additional safety protocols to protect the health of staff, visitors, and inmates. Please take a moment to review the following procedures to assist in creating a healthy environment for your visit.

- A max of (2) visitors, including children, will be permitted per inmate
- Visits will be (1.5) hours to allow equal opportunity for inmates
- Please arrive (30) minutes prior to your scheduled visit
- Enhanced screening of all visitors is required, including a temperature & symptom check. If you do not meet the screening requirements, are ill, or have potential exposure risks, you will not be permitted entry

Enhanced Screening Tips:

- Drive carefully when approaching the entrance to enhanced screening site. Traffic is counter-clockwise, circular in motion around the Training Center parking lot.
- Take off your hat. Wearing a hat low on the forehead may impact the ability to get an accurate temperature by the forehead scan thermometer.
- Save the coffee. Drinking hot coffee could raise your temperature and give a false positive reading on the thermometer.
- Roll down your window. When you get close to the screening site or see a staff member approaching, please roll down your window to reduce wait time.
- Do not ask additional questions at the screening site. Questions may be asked when you reach the front lobby.
- Be kind. All staff encounter the same enhanced screening procedures when reporting to work.
- Everyone must wear a close-fitting facial covering that covers both the nose and mouth at all times. Gaiters, bandannas, and face shields will not be permitted. Facial coverings that have abusive, profane, and/or political propaganda will not be permitted.
- Once cleared, you will be staged at the training center parking lot. Staff will direct you to the Front Lobby for in-processing one car at a time.

- Upon entrance to the facility, you must use hand sanitizer available at the Front Lobby prior to signing in.
- Before entrance to the visiting room, you will again use hand sanitizer available at the Officer's Station.
- To ensure social distancing requirements are met, you must remain inside the approved barrier at the visiting station. All chairs must remain stationary at all times.
- No food or drink will be permitted. As such, no money will be permitted.
- Accommodation's will be made for baby formula/food.
- Lifesaving medications will be permitted.
- **NO** physical contact of any kind will be permitted, to include embraces at the beginning/end of visit. Inmates will not be allowed to hold children during visits. A violation of this requirement may result in a 14-day quarantine for the inmate, and a denial of any future visits.
- No photos will be permitted and no use of the children's room.
- You will use hand sanitizer again prior to exiting the visiting room.

Violations or disregard of the listed protocols above or other standard visiting room procedures will result in the discontinuation of your visit.

Thank you for helping to ensure the continued wellbeing of FCI Gilmer staff and inmates.