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.

Sensitive But Unclassified (SBU)
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.

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April 23, 2021

Date

R. M. Wolfe

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.

Sensitive But Unclassified (SBU)
• 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.*