



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

October 1, 2020

MEMORANDUM FOR FCI AND FPC GILMER VISITORS

FROM:

R. Hudgins
 R. Hudgins, Warden

SUBJECT: Social Visiting Plan Schedule & Guidelines

FCI Gilmer will resume Social Visiting for the FCI and FPC on Friday, October 2, 2020. See schedule and Visitor Guidelines below.

FCI Schedule:

Friday	Saturday	Sunday	Monday
8:30a-10:30a: A1	7:30a-9:30a: B1	7:30a-9:30a: C1	8:30a-10:30a: C4
11:30a-1:30p: A2	10:30a-12:30p: B2	10:30a-12:30p: C2	11:30a-1:30p: SHU
	1:00p-3:00p: B3	1:00p-3:00p: C3	

FPC Schedule:

Saturday	Sunday
7:30a-9:30a	7:30a-9:30a
10:30a-12:30p	10:30a-12:30p
1:00p-3:00p	1:00p-3:00p

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 (2.0) 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 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 in 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 in 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, chairs must remain stationary at all times.
- No food or drink will be permitted. As such, no money will be permitted.
- Accommodations 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