



U.S. Department of Justice
Federal Bureau of Prisons

Federal Correctional Institution

Greenville, IL 62246

September 24, 2020

MEMORANDUM FOR INFORMATION

FROM: 
E. Williams, Warden, Greenville

SUBJECT: Visiting Procedures

Effective October 3, 2020, FCI Greenville will restart social visitation. Procedures for clearing the screening site are available in English and Spanish on the Bureau's Website, under FCI Greenville (www.bop.gov). All visitors will be temperature checked with results annotated at the screening site prior to entrance. All staff working the screening site will be in the proper Personal Protective Equipment (PPE). FCI visitation will be held on Saturday, Sunday, and Monday in a two-hour block for each housing-unit. Camp visitation will be held on Saturday, Sunday, and Monday in a two-hour block, as well. Visitation will be conducted as a cohort and will begin with housing unit A and then housing unit B. Inmates in Isolation or Quarantine will not visit. Visitors will be in-processed on a first come first serve basis, adhering to social distancing requirements in the waiting area. If distancing requirements in the waiting area. If distancing requirements cannot be met, visitors may be asked to wait outside for systematic in-processing to adhere to social distancing guidelines.

Both visitation rooms are designed to maximize social distancing, with a minimum of six feet between persons. The FCI capacity is (15) inmates and (30) visitors, while the Camp is (10) inmates and (20) visitors.

Inmates are permitted two visitors per visit. To ensure equal opportunities, frequency of visits determines any termination. Appropriate face coverings are mandatory for all inmates and visitors, all visitors requiring a mask will be provided one by the institution, theirs will be secured in the lockers in the lobby. No physical contact, photographs, food, or drink is permitted. A hand hygiene station, including alcohol-based hand sanitizer, is available at all visiting entrances and exits. Orderlies are assigned to each visitation room and will

continually sanitize all touch surfaces, restrooms, etc.

The visitation plan may be re-evaluated to determine if scheduled visits are necessary. If so, a GRE/InmateToVisitation TRULINCS e-mail will be established. Inmates may request scheduled visits and receive confirmation of their request. Visits will be tracked to ensure equal opportunities. Expanded visitation days/hours will be offered, if needed.

Should you need more information, please let us know. Your approval of this plan is greatly appreciated.



FPC Greenville

INMATE BULLETIN

Social Visiting will resume Saturday, October 3, 2020

- Visitation will be non-contact, any contact will result in removal and the inmate will receive an incident report
- **Minimum of 6-feet social distancing between all visitors and inmates**
- **Visitors will be screened and temperature checked upon entry on Institution Grounds**
- **Sick or symptomatic visitors will not be permitted entry**
- **Inmates and visitors must wear approved face coverings, visitors will be required to wear face coverings that are provided by the Institution**
- **Inmates and visitors must perform hygiene before and after the visit**
- **No physical contact (including embraces) or photographs permitted**
- **No food or drink permitted (provisions for baby food/formula/3 pampers) and must be in a clear bag**
- **Inmates in Isolation or Quarantine will not participate**
- **Limit of two visitors per inmate/per visit will be permitted**
- **Visitation will be scheduled in 2.0 hour blocks by alleys in the dorms**
- **Enhanced sanitation measures will be conducted between time blocks**
- **Frequency of visits will be adjusted to ensure all inmates have an opportunity to visit**
- **Your approved visitors must park in the approved VISITORS parking spots only**
- **Visitors cannot be dropped off or allowed to be waiting on Institution grounds**
- **Use of the restroom is permitted, however approved visitors must notify the visiting room officer prior to use of the facilities, proper hygiene and sanitation measures must be followed.**
- **Inmates will request visits by TRULINCS e-mail sent to GRE/InmateToVisitation**
- **Unit Team is responsible for scheduling the date and time of the visits, inmates will be required to notify visitors of assigned visiting date and time.**

Saturday	Sunday	Monday
7:30a - 9:30a: Dorm 1 A&B	7:30a - 9:30a: Dorm 2 B	8:30a – 10:30a:
10:30a - 12:30p: Dorm 1 C&D	10:30a - 12:30p: Dorm 2 C	11:30a – 1:30p:
1:00 p – 3:00p: Dorm 2 A	1:00p – 3:00p: Dorm 2 D	

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E. Williams

Date

Warden



FCI Greenville

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- Inmates in Isolation or Quarantine will not participate
- Limit of two visitors per inmate/per visit will be permitted
- Visitation will be scheduled in 2.0 hour blocks by housing-unit
- Enhanced sanitation measures will be conducted between time blocks
- Frequency of visits will be adjusted to ensure all inmates have an opportunity to visit
- Your approved visitors must park in the approved VISITORS parking spots only
- Visitors cannot be dropped off or allowed to be waiting on Institution grounds
- Use of the restroom is permitted, however approved visitors must notify the visiting room officer prior to use of the facilities, proper hygiene and sanitation measures must be followed.
- Inmates will request visits by TRULINCS e-mail sent to GRE/InmateToVisitation
- Unit Team is responsible for scheduling the date and time of the visits, inmates will be required to notify visitors of assigned visiting date and time.

<i>Saturday</i>	<i>Sunday</i>	<i>Monday</i>
7:30a - 9:30a: 1A	7:30a - 9:30a: 2B	8:30a – 10:30a: 3A
10:30a - 12:30p: 1B	10:30a - 12:30p: 4A	11:30a – 1:30p: SHU
11:30p – 1:30p: SHU	11:30p – 1:30p: SHU	
1:00 p – 3:00p: 2A	1:00p – 3:00p: 4B	

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E. Williams

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Warden