



U.S. Department of Justice

Federal Bureau of Prisons

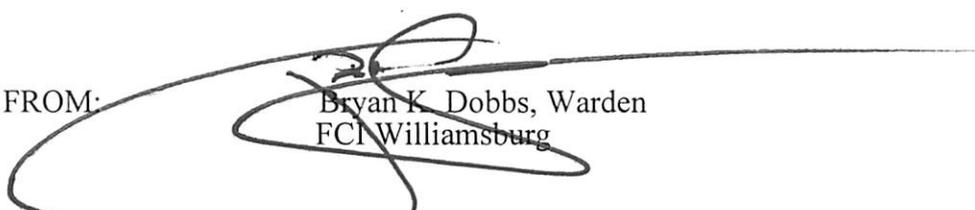
Federal Correctional Institution, Williamsburg

Salters, South Carolina

September 30, 2020

MEMORANDUM FOR THE INMATE POPULATION

FROM:


Bryan K. Dobbs, Warden
FCI Williamsburg

SUBJECT:

Temporary Modification to Visitation Procedures

Due to the on-going COVID-19 pandemic, temporary modifications will be made to FCI Williamsburg's visiting procedures. These modifications will be used to ensure visitation can resume, with all precautions and safeguards in place to limit transmission of COVID-19. These modifications will continue until further notice, and be evaluated for changes on an as needed basis.

- **Visitation will be non-contact only:** Visitation will be conducted behind a barrier, which will prevent any contact between inmates and visitors. This will be for both the SCP and FCI.
- **Visitation numbers will be limited:** All visits will initially be limited to two adult visitors with a maximum of two minor children. This restriction is used to ensure proper social distancing and minimizing the risk of COVID-19 transmission, and will be re-evaluated on an as needed basis to ensure sustainability. There will be a limit of twenty four (24) inmates visiting at any one period for the FCI. SCP visitation will be limited to 5 inmates at one time.
- **Frequency of visits:** All inmates will be limited to no more than two (2) visits per thirty (30) day period. All visits will be set up via callout no later than three (3) days prior to the day of visit. Visits will be scheduled for a two (2) hour block and will not exceed a two hour timeframe. At the completion of the two (2) hour block, the visit will be terminated. Visitors are to arrive 20 minutes prior to visiting time. All visits will be scheduled through the Unit Team by the inmate, for their designated time/day. Visitation sign-up will be on **Wednesday's at 1:00 p.m.**

- **Inmates on Isolation or Quarantine:** Inmates on an Isolation or Quarantine status will not be permitted visits of any kind.

- **Screening of Visitors:** All visitors will be screened prior to entry into FCI Williamsburg. This screening will encompass a temperature check and symptom screening. Any visitor who displays a forehead temperature of over 100.4 degrees Fahrenheit or displays symptoms consistent with COVID-19, such as: sore throat, cough, nasal congestion, new loss of taste, etc, will be refused entry along with all occupants of that vehicle. Masks will be mandatory for all visitors upon entry of institutional grounds. Visitors will receive their visiting form at the screening site and will complete in their vehicle once parked. The first visitor will enter and approach the Lobby Officer to be processed. The following visitors will align themselves down the walkway, utilizing the provided markers, while maintaining six feet of social distance. They will move forward as the line progresses. During inclement weather, the first visitor will report to the Lobby Officer for processing. Four additional visitors, will be allowed entry into the visitor seating area. They will position themselves in the four corners of the room. A fifth visitor will remain outside of the institution under the front awning. As the line progresses, visitors will be processed from the holding area. The visitor standing outside will enter and stand by in the holding area. One visitor waiting in their vehicle will assume the outside awning position until entering.
 - **Inmate PPE/Hygiene:** All inmates will be required to maintain proper PPE such as face coverings during the entire visit. At no point are inmates authorized to remove their face covering/mask. Inmates are required to perform hand hygiene prior to each visit, and following each visit.

 - **Visitor PPE/Hygiene:** All visitors will be required to maintain proper PPE such as face coverings, as approved by Centers for Disease Control guidelines, for the entirety of the visit. **Unauthorized coverings include bandanas, neck gaiters, and improvised face coverings.** Visitors will be required to perform hand hygiene both before and after the visit.

- **Children and Minors:** Minor children will be permitted to visit, however they do count against the limit of four (4) visitors per inmate. It should be noted they are still required to maintain proper PPE for the duration of the visit. If the child is unable to maintain proper PPE, they may be subject to non-punitive removal, to ensure the safety of the institution and reduce the risk of COVID-19 transmission.

- **Physical Contact Restrictions/Photographs:** At no point will there be any physical contact between visitors and inmates. Although P.S. 5267.09, Visiting Regulations, allows for an *“embrace upon the initial arrival and completion of the visit”* this will not be permitted to occur during current COVID-19 preventative measures. Additionally, due to physical contact restrictions, photographs will not be permitted at this time.

- **Food and Beverages:** Food and beverages will not be available for purchase during visiting at this time.

Provisions for baby food/formula are: (things allowed)

- Commercially sealed baby formula (including single serve packages)
 - One, twenty (20) ounces or less, see through drinking cup.
 - Empty baby bottles (must be clear plastic)
- **Physical Distancing:** Inmates and visitors are required to maintain appropriate physical distancing at all times. This includes following all posted directives in the Front Lobby area, and Visitation Room concerning spacing and seating. Visitors will be escorted in small groups to ensure physical distancing is maintained.
 - **Sanitation:** All areas are to be sanitized per Centers for Disease Control guidelines between each use. This includes, but is not limited to: inmate and visitor chairs, tables, door handles, dividers, Officer's Station, etc. Both inmate and visitor areas will be sanitized at the completion of each visit.