



# Rehaciendo **Comunidades** con Esperanza

## ***Volunteers Guidelines***

*Lord, when did we ever see you hungry and feed you, thirsty and give you a drink? And when did we ever see you sick or in prison and come to you?*

*Then the King will say, whenever you did one of these things to someone overlooked or ignored, that was me, you did it to me. Matthew 25:37-40 (The Message)*

**Thanks for being Jesus' face and feet for our people.**



ReHace  
Methodist Church of Puerto Rico  
Volunteer Guidelines  
2021/2022



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**Rehace Volunteer Coordinator at (787) 407-4891**

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The Methodist Church of Puerto Rico is an UMCOR partner



# ReHace

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#### COVID-19

Due to the current situation of the COVID-19 Pandemic in the world, and the fluidity of the environment we are now living in, it is impossible to include all the new requirements in this guideline. In Puerto Rico, the governor has issued different executive orders that each person needs to comply with while on the island. Nonetheless, we will include in this document some of the requirements so that you will have an idea of how we are managing the situation locally. One week before your traveling date, we will send you an update on the current situation so that you can better prepare to travel. The air travel has been regulated and the airline can give you the current information.

**COVID 19 VACCINATION REQUIREMENT:** In ReHace all foreman and skills employees are fully vaccinated. **Volunteers must be fully vaccinated at least one month prior to their arrival, must bring the vaccination evidence, and be prepared to present it in restaurants, airport, police... Volunteers also need a negative PCR 72 hours prior to arrival. (Due to the COVID variants).**

We have no control over the families that we are helping and do not know if they are fully vaccinated or not. Nevertheless, each morning the Case Manager calls the family of the project you will be working on to ask the proper questions to verify if they have COVID symptoms. If they have symptoms, we will immediately abandon the project for 14 days. In those cases, we will reschedule the group to work in another house. This situation will disrupt the daily work, but we want you to be safe. We need the volunteers to be flexible and patient so that we can make new arrangements for a new project.

The following are some of the requirements to be followed by each team member:

- Travel with face mask always (cover mouth and nose) at airport and airplane
- **Volunteers must be fully vaccinated (COVID-19) and must present the official proof to ReHace and to any place that requires it (airport, restaurant, supermarkets,...) during their stay.**
- The use of mask is mandatory. Physical distance of 6 feet must be observed.
- Bring two (2) non-surgical masks per day or reusable (washable) face mask (cover mouth and nose); you need to use it while working in the homes and, currently, everywhere.
- Stores / Restaurants / Tourism facilities opening can be limited and can require the vaccination card.
- Team members must follow the PR Executive protocol orders that might be in place. Curfew can be in effect. Upon arrival, we will share with the leader the most recent executive order on place.
- Each “Camp” will share with the team their Biosecurity protocol and regulations. Camps will provide the disinfecting cleaning products such as Lysol, etc.
- If any member of the team or a ReHace employee shows contagious symptoms, everyone in direct contact must keep 14 days of quarantine. A COVID-19 test will be required 4 days after the contact with the symptomatic person. If the test comes back negative, the volunteer can return to the US, if positive, will remain in the camp and will look for medical services. (Bring your medical insurance)

Our greatest goal is to preserve the health of our communities and of all those who come together in love to help those most in need due to the damage caused by Hurricane Maria.

Thank you for being an essential part of this project. We are proud of your effort and commitment.



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#### GENERAL:

- All communication with the team will be via the team leader.
- The team leader is responsible for sharing the Rehace Volunteer Guidelines with all the team members prior to the team's departure to Puerto Rico.
- The team leader will work with the Puerto Rico Volunteer Coordinator to schedule the trip and follow through the volunteer registration process.
- The registration and skills form must be completed and send to PR Volunteer Coordinator eight weeks (two months) prior to the team's departure date, if not sooner.
- The team leader will receive notification about the team's work location, host/hostess, two weeks before the team's departure date. Please be aware that changes may occur.
- The team size can be no larger than 8 people. The minimum amount of people per team is 4.
- The team will usually be divided into work groups of four (4) people, to address the work project needs in accordance with the team members' skills. Example: A team of 8 people will be divided into two (2) "work site groups".
- Each team must have one site leader for each work site group -two (2) site leaders, (preferably the most skilled).
- Each team must have one driver for each work site group- two (2) drivers that must be 25 year or older with a US valid driver's license and a major credit card.
- All team members must be at least 18 years of age to serve.
- All team members must have conference approved background checks and training in a Safe Sanctuaries program, a medical plan, and provide liability insurance documentation. The team leader will notify on the registration/skill form if all team members have said documentation.
- Each team/group must bring their own personal safety equipment, such as gloves, safety glasses, boots or closed shoes, and masks. All other tools and equipment will be provided, including safety hats (hard hats).

#### LEGAL/MEDICAL REQUIREMENTS:

Every team member must travel with a \$50,000 per person travel medical insurance that includes COVID-19 coverage/accident and repatriation insurance. Usually, this insurance can be purchased through UMVIM Jurisdictional offices (<https://www.umcmmission.org/serve-with-us/umvim>) or you can purchase through any insurance carrier of choice. **It is the responsibility of the Team Leader** to verify that all team members have the required level of coverage for medical expenses. Checking the proper box on the skill sheet is verification that these requirements were completed.



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#### MEDICAL REQUIREMENTS:

- **Bring a medical coverage that includes COVID-19 treatment. (Verify with the provider)**
- **The MCPR/Rehace will require the COVID-19 vaccination certificate and, currently a negative PCR of 72 hours prior to arrival. (Due to COVID variants)**
- Each team member must be physically able to do construction work, i.e., roofing, climbing heights via ladders, etc.
- **Team members must be in good health and meet non-high-risk COVID-19 ailments and be prepared for physical labor in hot and humid environment.**

#### TRAVEL INFORMATION:

- **Team will follow any COVID-19/ Health order i.e., travel with mask and be prepared to present a vaccine certificate upon arrival. Please take into consideration all our COVID-19 Protocols.**
- Each team will be responsible for securing their airplane reservations/tickets.
- Puerto Rico is a territory of the USA; therefore, no passport is required for US citizens.
- Team members should bring official ID's (passport or valid driver's license) with them.
- Teams should plan to stay in PR eight (8) days/7nights, including travel dates. (Saturday to Saturday). Traveling on Sunday is not allowed; ReHace employees do not work on Sundays.
- **Arrival:** Teams should arrive in Puerto Rico on **Saturday between 7 a.m. to 4:00 p.m.** for ReHace to coordinate the team's travel to the different camp sites. If a team decides to arrive in Puerto Rico outside of this time frame, then these teams must find their own housing/accommodations until the next day. If you arrive prior to 7 a.m. you must wait at the airport for the host/hostess to meet you.
- All team members should plan to arrive at the same hour, and no later than 4 pm.
- **Departure:** Team should depart from Puerto Rico on **Saturday between 11:00 am and 7:00 pm** since you must be at the airport two hours prior to departure and some of the sites are 1.5 hours from the airport.

#### ABOUT PUERTO RICO:

- Spanish is the official language in Puerto Rico, and English is the second.
- The currency used in Puerto Rico is the US dollar. Major credit cards can be used in most parts.
- Religious worship in Puerto Rico tends to be traditional and/or charismatic. Worship services are in Spanish. Please follow COVID protocols per church guidance.
- Compassion means to suffer with, to live with those who suffer. We are very grateful for your compassion. Together we are making a difference.

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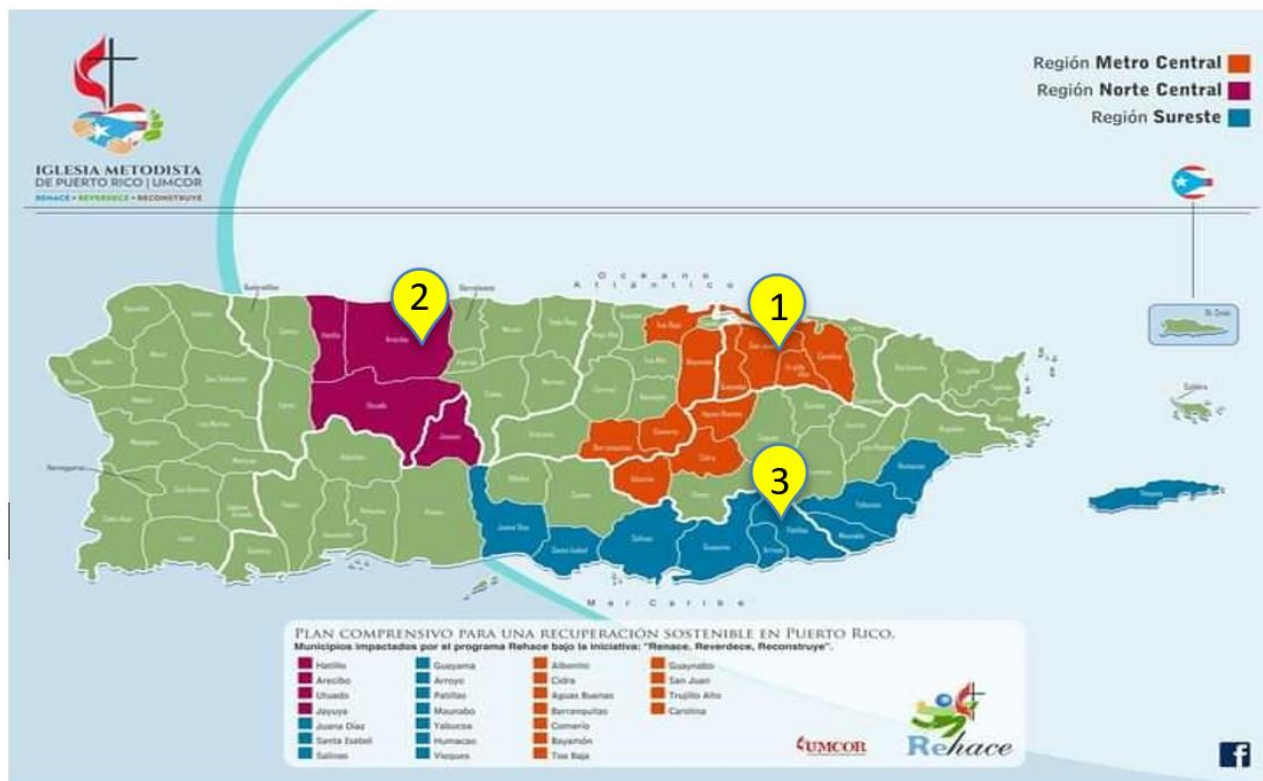
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#### WORK SITE/GROUP PROJECT INFORMATION:

- Each team of 8 will be divided into two work groups of four (4) people, to work in different projects.
- A qualified and experienced local foreman will be present on site to guide the work of the group.
- Construction codes are different in Puerto Rico, group must follow the foreman instructions.
- **It is necessary that all teams have two (2) persons skilled in construction (one person per work group of 4).**
- A general scope of work for sites can include any of the followings:
  - Removal and Installation of:
    - Metal roofs (zinc or galvalume)
    - Wooden beams or purlins
    - Bathroom and/or kitchen cabinets and sink
    - Interior and exterior doors
    - Windows
  - Painting
  - Water Pressure Cleaning
  - Removal of debris
- The project will be presented to the group on Monday in the kickoff meeting.
  - It is difficult to let you know in advance in which projects your group will be working. The schedule depends on various factors including the work of previous groups, the weather, unforeseen structural problems, and availability of materials.
  - Our organization is working in the projects/houses all week. Sometimes we or a previous volunteer group finished the project before your group arrives. If that is the case, your group will be starting a new project. If the project is not finished, your group will continue the work.
  - The kickoff meeting will be directed by the project supervisor who will explain the project the group will be working on and the work to be done.
  - The case manager will be at the kickoff meeting and will give the group details of the family the team will be helping.
  - On the first date, after the kickoff meeting, the Case Manager will lead the team to the project. Once there, save the address in your GPS/phone so that you can drive by yourself the rest of the week.

### LODGING:

- The team will stay at a retreat camp; currently the three primary campsites are the following:
  - (1) A lodging facility will be designated in metro San Juan
  - (2) Camp Cumbres del Calvario in Arecibo (Northcentral PR)
  - (3) Camp Rev. Miriam Visot (Women’s Camp) in the municipality of Patillas (Southeast)



- The team leader will be notified of the team’s lodging location two weeks before departing to PR. Please be aware that changes may occur; we ask for the team’s patience and flexibility.
- All lodging is assigned by gender, even for married couples. There are no accommodations for couples to share a room.
- There are bunk beds at the campsites; team members must bring their own bed linens (sheets) and pillows. (Twin bed)
- It is important that teams maintain the facilities clean; it is suggested the team make a roster to organize the cleaning. Before departing from the campsite, the team must pick up all the trash, take it out of the building and into the trashcans.
- There is wi-fi available in most of the campsites; internet service may or may not be steady.



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- All campsites have tap water and power. However, periods of blackouts are possible, as well as low water pressure. Be prepared with a flashlight. Expect to shower with cold water.
- If COVID-19 executive orders are in place, teams must follow them. Groups will be informed of new orders as soon as possible.
- **Since all team members are vaccinated, teams can visit offsite, but curfew at all camp sites is 10:00 p.m. or the government curfew, whichever is earlier.**
- All the campsites have coin-operated washing and drying machines available. Each washing machine cycle will cost \$2.00 and dryer will cost \$1.50. Detergent will be available at the camp at a minimum cost.
- LOCAL authorities and animal welfare groups have a clear “No Feeding” policy when it comes to strays. The open availability of food will only encourage strays to breed. The uneaten leftovers attract flies and, in some cases, maggots, all ideal vectors for diseases, say health authorities. Once your group leaves then the strays continue to show up looking for food creating a problem for the Camp site administration. We do not want to encourage this behavior. Do not feed them.

#### MEALS:

- Meals included: 7 breakfasts/ 5 lunches/ 4 dinners
- Meals not included: 1 lunch (Sunday) 2 dinners (Sunday & Friday) + Travel days (Saturdays)
- Meals on off days are on your own. An itinerary will be provided to the team leader specifying the times and days for each meal. If the team wishes to change a meal arrangement, they must inform the camp host/hostess or the Puerto Rico-based volunteer coordinator two weeks prior to arrival.
- On travel dates team must stop on their way to or from the camp to eat their meal.
- Meals are not made according to the team’s orders; there will be no changes in the menu, nor special request except vegetarian meals that can be arranged if request with at least two weeks in advanced. (In the reservation form must be informed). No gluten-free meals can be provided.
- MENU: Be prepared to enjoy Puerto Rican food. We want to share our culture with you.
  - Rehace’s official menu for camps have been prepared taking into consideration the diversity of persons. Most plates include chicken as a primary serving of protein to satisfy most palates and avoid possible allergies. The same premise has been applied to the rest of the menu; for example, one set of meals for a day may include:
    - Breakfast: Scrambled eggs with vegetables, bread, ham, and cheese; juice and coffee
    - Lunch: Chicken burritos, dessert, and water
    - Dinner: White rice with stewed beans, and fried chicken; dessert, and water or soda.



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### SAMPLE ITINERARY:

	Hour	Activity	Meals
Saturday*		Arrival Day/Free Day	No meals included
Sunday*	8:00 a.m.	Camp	Breakfast
	a.m.	Worship Service	
	p.m.	Free afternoon	No lunch, No dinner
Monday	7:00 a.m.	Camp	Breakfast & lunch to go
	8:00 a.m.	Kick Off Meeting	
	9:00 a.m.	Departing to worksite (follow the case manager)	
	9:30 am – 4 p.m.	Working at Site	Lunch (to go)
	4:30 p.m.	At Camp	
	6:00 p.m.	At Camp	Dinner
	10:00 pm	Good Night	
Tue-Th	7:00 a.m.	Camp	Breakfast & lunch to go
	8:00 a.m.	Departing to worksite (on your own-use GPS)	
	8:30 am-12n	Working at site	
	12n-12:30 pm	On site	Lunch (to go)
	12:30pm-4pm	Working at site	
	4:30p.m.	At Camp	
	6:00 p.m.	At Camp	Dinner
Friday*	7:00 a.m.	At Camp	Breakfast
	8:00 a.m.	Departing to worksite (on your own-use GPS)	
	8:30 a.m.-12:00n	Working at site	
	12:30 pm	At Camp	
	1:00 p.m.	At Camp	Lunch
	2:00 p.m	Afternoon Free	No dinner
	10:00 p.m.	Good Night	
Saturday*	7:00 am.	At Camp	Breakfast
	8 a.m.	Free Day until departure	No lunch no dinner

- Meals are on your own as specified. This arrangement will give you the freedom to be able to visit the places that you want while in Puerto Rico since you do not have to go back to the camp to have the meal. On arrival & departure days the group will eat in a fast food or restaurant on its way to/from the camp, depending on the arrival/departure time.
- Since the team is fully vaccinated for COVID-19, they may eat at local restaurants, always following the local ordinances that might be in effect. If decide to have an additional meal outside the facilities, notifications must be made ahead of time with the PR volunteer coordinator to update the team's itinerary and inform the pertinent persons.
- All team members must eat together in the dining room as per itinerary. No food in the bedroom.
- Tap water is safe to drink nonetheless, adequate drinking water will be provided for teams at the campsite and the worksites. **Bring your personal cooler to refill with bottled water.**

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#### TRANSPORTATION:

- The team must decide at least one month in advance if a luggage van will be needed.
  - If a **van for luggage** is **not** needed: A Rehace driver will greet you at Target Rent A Car location to lead the team to the campsite.
  - If a **luggage van is needed**: Rehace driver will greet you at Target Rent a Car but with a van to transport the luggage.
- Upon the team's arrival to Puerto Rico, a Rehace employee will contact the leader to greet the team and guide them through the transportation arrangements. (On the way to the camp, if time permits, the team can do some sightseeing and must stop to have dinner. The driver can suggest places.)
- **Each team of 8 people will need two vehicles, one for each work team of 4.**
- Each work site group will require a vehicle with them at the work site, for emergency purposes, and for the logistic of working two projects at the same time. The PR volunteer coordinators will make the arrangements to reserve the vehicles for the teams.
- **It is necessary that teams have at least two drivers (25 years or older) per every four members with a valid US license and a major credit card for each work site group.**
- The vehicles used by the teams more likely will be rental vehicles from a private company. All the fees (ie. rental fees, insurance, tax) will be paid directly to the rental company and you will be bind by their contract. Please read your contract before signing.
- The vehicles do not include gasoline. They include taxes and basic insurance. Ask the rental company.
- Teams must report any vehicle damages or concerns to camp hosts/hostesses or one of the PR volunteer coordinators. In the case of traffic accidents, teams must call the police immediately at (787)343-2020 and follow the rental company instructions. In case of accident, the deductible is usually around \$500. Check with the rental company.
- Teams should not leave valuable items or bags in the vehicles.
- Rural roads in Puerto Rico can be narrow. The general state of roads tends to be low quality. Please drive carefully; the driver will be liable for any tickets.

*"Our ministry is to help people gradually let go of resentment and discover that right in the middle of suffering there is a blessing. Where there is pain, there is healing. Where there is mourning, there is dancing. Where there is poverty, there is the Kingdom of God."*

A Spirituality of Living by Henri J. Nouwen

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### FINANCES:

The team leader will receive an invoice for the team, at least two weeks before departing.

- 1- Checks must be payable to: Rehace, Inc.
- 2- Check must specify Team registration number and name.
- 3- Send the check via mail to:

*Rehace, Inc., PO Box 23339, San Juan, PR, 00931-3339 ATT: Volunteer Coordinator*

**If you have any concern or special situation, please contact**

**Rehace Volunteer Coordinator at (787) 407-4891**

I. **Lodging and meals:** The estimated cost per person is \$55.00 per day

II. **Transportation:** the estimated transportation costs are as follows:

1. Rental Car costs with Target Rent- A-Car :

Vehicle	Maximum number of passengers	Cost	Deductible
Small SUV (ie. Nissan Rouge, Hyundai Tucson)	5 pax	approx. \$420* one week; \$69 per day	\$500
Mini-van (ie. Kia Sedona)	7 pax	approx. \$604* one week; \$97 per day	\$500

Fees from the rental Company includes basic insurance and taxes.

Please ask and inform the company of any additional services and/or insurance that you want.

\*Rental vehicle fees are to be paid directly by the team to the rental company with a major credit card and need a team qualified driver.

2. Additional transportation costs:

Group must decide at least one month in advance if a luggage van will be needed.

- a. If a **van for luggage** is **not** needed: A Rehace driver in car to lead to campsite in/out \$160
- b. If a **luggage van is needed**: Rehace driver with van to Campsite in/out \$300  
(If a change is needed it can be made with at least 10 days prior to arrival, after that, changes are not allowed)

III. **Translators/Interpreters:** \$300 per week. Depending on the number of workgroups, usually two, two or more interpreters may be recruited to accompany the team during their workdays. If a team has a member (or various members) that speak Spanish, and do not require an interpreter, please specify this on the team's skills and registration form.



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#### WHAT TO BRING:

- **TWO non-surgical masks per day** for each of your staying days or reusable (washable) face mask (cover mouth and nose); Masks are mandatory in the worksite and in closed areas (at this moment, but they could be mandatory everywhere).
- Any recommendation or requirement established by authorities.
- Official ID or passport
- Luggage: Only One carry-on bag per person and one personal bag (book-bag). It is suggested that personal items be kept to a minimum. The car will not fit more than 4 carry-on bags.
- Due to COVID-19 it is suggested that clothes are washed at the end of each day.
- Clothing for Puerto Rico: Team members must be prepared to sustain high temperatures during summer and humid environments.
- Little to no jewelry
- Comfortable walking shoes
- Towels
- Bed linens (twin), sheets and pillows
- Sun block
- Money for meals not included.
- Bathing suits (one piece, in the case of women)
- Insect repellent
- **Hand sanitizer**
- Flashlight with batteries
- Sunglasses
- Medicines and personal items
- **Personal cooler to fill with water**

**TOOLS:** If you like to donate tools, ReHace will provide a separate list of the ones needed and the place where you can buy them. You can bring it with the group and donate them upon departure. This list will be updated regularly.

#### CLOTHING FOR THE WORKSITE:

- Team members must bring and use their safety equipment: gloves, safety glasses, disposable masks (2 per day), closed shoes.
- Every team member is required to wear long pants, preferably breathable pants or scrubs, and t-shirts or long-sleeve shirts on the worksite. **For your safety, short pants and sleeveless shirts are not allowed.**
- Hard hats are required and will be provided by ReHace. A washable cover will be provided, please hand wash it every day and air dry.
- Construction boots or Vibram-sole hiking shoes are the recommended footwear, but you can use closed shoes (tennis shoes). For your safety, no one with open shoes will be allowed at the work site. OSHA regulation.

#### CLOTHING FOR CHURCH WORSHIP:

- Appropriate outfits for church attendance in Puerto Rico include casual trousers or jeans for the men, and dresses or long pants for the women.

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#### DO's and DON'T's:

##### Do:

- Pray for each family that you will be in contact. You are a blessing for each family.
- **Bring your own face masks (at least two per day)**
- use sunblock lotion during the day
- recognize that survivors own their recovery and have all rights to decision-making regarding their residence
- have confidence that the Methodist Church of Puerto Rico has done a thorough assessment to identify the needs and available resources
- give gifts only through the local pastor or volunteer coordinator
- learn as much Spanish as you can and use it on every chance you get
- expect to participate in charismatic-style worship
- Enjoy the culture! Smile! Smile! Smile! We are God's hands and feet!

##### Don't:

- give gifts to anyone. Any private or collective gifts should be given through the local church pastor of the campsite or one of the PR volunteer coordinators.
- drink alcoholic beverages
- smoke
- **attend a church service, nor a worksite wearing tight pants or shorts.**
- give money to individuals
- make judgements or promises
- proselytize
- take pictures of homeowners, unless you have their permission
- take pictures of children (not even with the parents' permission. We want to protect the children. Their pictures should not be shared in the web, facebook,... Please, help us to maintain the privacy of the families, do not take pictures of the children.

*"The cross is the main symbol of our faith, and it invites us to find hope where we see pain and to reaffirm the resurrection where we see death. The call to be grateful is a call to trust that every moment of our life can be claimed as the way of the cross that leads us to new life."*

*A Spirituality of Living by Henri Nouwen*