



Rehace  
Methodist Church of Puerto Rico  
Hurricane Maria Recovery Efforts  
Team Travel Information  
2019

**Contents:**

GENERAL.....	2
LEGAL/MEDICAL REQUIREMENTS.....	3
TRAVEL INFORMATION.....	3
ABOUT PUERTO RICO.....	3
WORKSITE/GROUP PROJECT INFORMATION.....	4
LODGING.....	5
MEALS.....	7
TRANSPORTATION.....	8
FINANCES.....	9
WHAT TO BRING.....	10
DO'S AND DONT'S.....	11
ATTACHMENTS.....	12



IGLESIA METODISTA  
DE PUERTO RICO | UMCOR  
RENACE • REVERDECE • RECONSTRUYE

# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

## 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 Stateside Volunteer Coordinator to schedule the trip and follow through the volunteer registration process. The Stateside Coordinator will work with the Methodist Church of Puerto Rico Volunteer Coordinator to finalize the process.
- The registration and skills form must be completed and sent to the Stateside Volunteer Coordinator six weeks prior to the team's departure date, if not sooner. If this form is not received on time, there is a risk of reservation cancellation.
- The team leader will be notified about the team's work location, host/hostess, etc. five (5) to seven (7) days prior to the team's departure date. Please be aware that changes may occur.
- The recommended team size is no larger than 12 people. If the team is composed of more than 12 persons, it will be treated as a separate team that will need another team leader. In that case there is a chance that the two teams may not be assigned to the same location. The minimum amount of people per team is 4.
- The team will usually be divided into work groups of four (4) people, in order to address the work project needs in accordance to the team members' skills. Example: A team of 12 people will be divided into 3 "work site groups".
- Each "work site group" must have a leader (preferably the most skilled).
- Each "work site group" must have at least one driver (25 years or older). Drivers will need a valid US license.
- 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, 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, knee pads and N-95 dust masks. All other tools and equipment will be provided, including safety hats (hard hats).
- **Team members must be in good health and prepared for physical labor in hot and humid environment, some at high elevations.**





# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

## **LEGAL/MEDICAL REQUIREMENTS:**

- Every team member must travel with a \$50,000 per person travel medical insurance/accident and repatriation insurance. The Stateside Volunteer Coordinator will keep in touch with the team leader about this.

## **TRAVEL INFORMATION:**

- Each team will be responsible for securing their airplane reservations/tickets.
- The suggested day for travel is Thursday. Traveling on Sunday is not recommended; ReHace employees do not work on Sunday. If a team decides to travel on a Sunday, they must work on the arrangements of securing a location to stay in until Monday.
- Teams should plan to arrive no later than 2:30 pm in order for ReHace to coordinate the team's travel to the different camp sites more appropriately. If a team decides to arrive to Puerto Rico after 2:30 pm, there is a chance that said team will have to stay overnight in the San Juan camp and travel to the assigned campsite the next day.
- All team members should plan to arrive at the same hour, and no later than 5 pm.
- Teams should plan to stay in Puerto Rico seven (7) to eight (8) days, including their travel dates.
- Departure arrangements from Puerto Rico should be somewhere between 10:00 am and 6:00 pm.
- 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 for the trip.

## **ABOUT PUERTO RICO:**

- Spanish is the official first 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 of Puerto Rico.
- It is not unusual for Puerto Ricans to say hello and goodbye through a hug and/or a kiss on the cheek.
- Religious worship in Puerto Rico tends to be traditional and/or charismatic. Most services are in Spanish.



The Methodist Church of Puerto Rico is an UMCOR partner

3

Rev. May 3, 2019



ReHace  
Methodist Church of Puerto Rico  
Hurricane Maria Recovery Efforts  
Team Travel Information  
2019

**WORK SITE/GROUP PROJECT INFORMATION:**

- Teams will usually be divided into work groups of four (4) people, in order to work on different projects around the island. This information will be shared with the team leader five (5) to seven (7) days before departing to Puerto Rico.
- A qualified and experienced foreman will be present on site to guide the work of the group—he or she will be the project coordinator.
- **It is recommended and emphasized that all teams have at least one person per work site group skilled in construction and building.**
- Priority will be given to the repair and installation of roofs. This may include working with wood or metal trussing.
- Work groups may be asked to assist with masonry work, including the installation of rebar. They may also be asked to remove mold, do general cleaning and/or waterproof roofs.
- A general scope of work for sites includes:
  - Installation of:
    - Zinc roofs
    - Wooden beams
    - Bathroom and kitchen cabinets and sinks
    - Interior and exterior doors
    - Smoke detectors
  - Removal of:
    - Kitchen and bathroom cabinets and sinks
    - Interior and exterior doors
    - Debris
  - Repair exposed bars
  - Waterproofing concrete roofs



The Methodist Church of Puerto Rico is an UMCOR partner



IGLESIA METODISTA  
DE PUERTO RICO | UMCOR  
RENACE • REVERDECE • RECONSTRUYE

# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

## LODGING:

- The team will stay at a retreat camp; currently the five primary campsites are the following:
  - (1) Los Ángeles Methodist Church in Carolina (Metropolitan area; across from the airport; facilities in the Educational Rooms of a Local Church)
  - (2) Camp Cumbres del Calvario in Arecibo (Northwest of PR)
  - (3) Camp Fred P. Corson in Jayuya (Center of PR—mountain range area)
  - (4) Women’s Camp in the municipality of Patillas (South of PR)
  - Camp Clara Huggins in Vieques (island-municipality of PR archipelago) (Teams lodging in this camp use another set of guidelines, specifically for Vieques)



- The MCPR may use other campsites not mentioned here based on the specific needs and locations of projects.
- The team leader will be notified of the team’s lodging location five (5) to seven (7) days before departing to Puerto Rico. Please be aware that changes may occur; we ask for the team’s patience and flexibility.



The Methodist Church of Puerto Rico is an UMCOR partner



IGLESIA METODISTA  
DE PUERTO RICO | UMCOR  
RENACE • REVERDECE • RECONSTRUYE

# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

- Other teams may be assigned to the same facilities therefore it is highly plausible that various teams will share common spaces. Whether there is a retreat at the campsite, or other teams are also staying there, we ask for the team members' consideration in respecting the need for quiet moments.
- All lodging is assigned by gender, even for married couples. There are no accommodations for couples to share a room.
- There are adequate 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 in order to organize the cleaning. Before departing from the campsite, the team must pick up all of the trash, take it out of the building and into the trashcans.
- Internet service may or may not be steady at campsites. There is no wi-fi available in any of the campsites.
- To this date, all five campsites have tap water and power. However, prolonged periods of blackouts are possible, as well as low to no water pressure. Be prepared with a flashlight. Expect to shower with cold water.
- Curfew at all campsites is 10:00 p.m.
- Small electric appliances (such as hair dryers) are not allowed. Campsites are not prepared to sustain the use of said appliances, nor electrically assisted medical devices, including CPAP machines.
- All of the mentioned campsites now have coin-operated washing and drying machines available for the teams' use. Each washing machine cycle will cost \$2.00 and drying machine cycle cost \$1.50. Detergent will be available at the camp at a minimum cost.



The Methodist Church of Puerto Rico is an UMCOR partner



# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

## MEALS:

- On most days the team will be provided with three (3) meals and two snacks.
- 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 a Puerto Rico-based volunteer coordinator with enough time.
- Meals are not made according to the team's orders; there will be no changes in the menu, nor special requests.
- Be prepared to enjoy Puerto Rican food.
- Rehace's official menu for camps has been prepared taking into consideration the diversity of persons and their necessities. Most plates include chicken meat as a primary serving of protein in order 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 filet burritos with green salad; dessert and water
  - Dinner: White rice with stewed beans, and fried chicken; dessert, and water or soda
- No gluten-free meals will be provided.
- Vegetarian meals can be accommodated with advanced notification prior to arrival.
- The team may eat at local restaurants, if they wish. Notifications must be made ahead of time with the PR volunteer coordinators in order to update the team's itinerary and inform the pertinent persons.
- All team members must eat together in the dining room.
- Adequate drinking water will be provided for teams at the campsite and the worksites.





# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

## TRANSPORTATION:

- It is necessary that teams have at least one driver (25 years or older) per every four members with a valid US license and a major credit card for each work site group (One vehicle will be necessary for each work site group).
- Each work site group will require a vehicle with them at the work site, for emergency purposes. The PR volunteer coordinators, in accordance to the division of the teams into work site groups, will make the arrangements to reserve the vehicles for the teams.
- The vehicles used by the team will be either local church and/or Rehace vans, or rental vehicles from a private company.
- The vehicles do not include gasoline. The vehicles will be presented to the teams with a full gas tank, therefore the team should fill up the tank as they go, and must return it full at the end of the trip. Before arriving to the airport the team may pay for gas directly at the gas station.
- Rehace and local church vehicles include insurance in the fee. In case of an accident or damage to said vehicles, the team will need to pay a \$500 deductible. In the case of a private car rental company, the rates may vary.
- 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.
- Teams should not leave valuable items or bags in the vehicles they will be using.
- Rural roads in Puerto Rico can be narrow. The general state of roads tend to be low quality. Please drive carefully; the driver will be liable for any tickets.
- Rehace and local church vehicles must be kept in clean condition. If necessary, please clean said vehicles before the team's departure from Puerto Rico.
- On the teams' arrival and departure days, a luggage van from Rehace may be used to transport the team's belongings, depending on the number of members on the team. There should be no more than one (1) luggage per team member.
- On the team's arrival to Puerto Rico, a Rehace employee or member of the MCPR will contact the leader in order to greet the team and guide them through the transportation arrangements.



The Methodist Church of Puerto Rico is an UMCOR partner

8

Rev. May 3, 2019



IGLESIA METODISTA  
DE PUERTO RICO | UMCOR  
RENACE • REVERDECE • RECONSTRUYE

## ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

### FINANCES:

The team leader will receive an invoice for the team five (5) to seven (7) days before departing to Puerto Rico. Checks must be payable to Rehace, Inc., and given to the camp host/hostess upon arrival to the campsite. In the case of sending a check through mail, please send it to:

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

- **Lodging and meals:** The estimated cost per person is \$55.00 per day. This cost includes:
  - Lodging (\$25 per night)
  - Meals: Breakfast, lunch, dinner, and snack (\$10 per meal; cost of snacks included with meals)
  
- **Transportation:** the estimated transportation costs are as follows:

Vehicle:	# of passengers:	Cost:	Description:
Passenger van	max. 13 people	\$500 (for one week)	Rehace or local church van
Luggage van	One checked bag per person	\$300 (for arrival and departure days)	Rehace or local church van
Small SUV	max. 5 people	approx. \$417.35* (one week; \$66.00 per day, including insurance and taxes)	Rental vehicle from Target Rent-A-Car/Hertz
Mini-van	max. 7 people	approx. \$551.15* (one week; \$88.30 per day, including insurance and taxes)	

Teams that do not require a luggage van, will need a Rehace driver to guide them to their assigned campsites or to the metropolitan area; they will be charged \$80 dollars on their invoice for each trip the driver will take.

\*Rental vehicles fees are to be paid directly by the team to the private rental company with a major credit card.

- **Translators/Interpreters:** Depending on the number of workgroups, one or more interpreters may be recruited to accompany the team during their work days. The interpreter's services have a cost of \$300 per week. 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.



The Methodist Church of Puerto Rico is an UMCOR partner



IGLESIA METODISTA  
DE PUERTO RICO | UMCOR  
RENACE • REVERDECE • RECONSTRUYE

# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

## WHAT TO BRING:

- Luggage: One checked bag per person (50 lbs.) and one personal bag (bookbag), unless one more is needed to carry tools. It is suggested that personal items be kept to a minimum.
- Clothing for Puerto Rico: Team members must be prepared to sustain high temperatures and humid environments.
- Little to no jewelry
- Comfortable walking shoes
- Flip-flops
- Towels
- Sun block
- Flat cap hats are recommended as protection from the sun.
- **Clothing for the worksite:**
  - 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.
  - Construction boots or Vibram-sole hiking shoes are the recommended footwear. For your safety, no one with open shoes will be allowed at the work site.
  - Team members must bring their safety equipment, such as, gloves, safety glasses, N-95 dust masks, knee pads, etc.
- **Clothing for church services:**
  - Appropriate outfits for church attendance in Puerto Rico include casual trousers or jeans for the men, and dresses or long pants for the women.
- Tools:
  - Though it is not necessary for teams to bring their own tools, ReHace is open to receive donations of tools for the program. You will find a list of the most commonly used tools for worksites attached at the end of this document.
- Bathing suits (one piece, in the case of women)
- Insect repellent
- Bed linens (twin), sheets and pillows
- Flashlight with batteries
- Sunglasses





# ReHace Methodist Church of Puerto Rico Hurricane Maria Recovery Efforts Team Travel Information 2019

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

- **Do:**
  - 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
  - shake hands when greeting someone and when saying good-bye
  - take time for polite conversation; don't just jump right into business
  - give gifts only through the local pastor, camp host, district superintendent, or volunteer coordinators
  - learn as much Spanish as you can and use it on every chance you get
  - expect to participate in charismatic-style worship
  - Smile! Smile! Smile!
  
- **Don't:**
  - give tips to or additional monetary compensation to any ReHace employee; that includes camp hosts/hostesses, drivers, interpreters, volunteer coordinators, etc.
  - 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 home owners, unless you have their permission
  - take pictures of children
  - wear expensive looking jewelry or flashy clothing





IGLESIA METODISTA  
DE PUERTO RICO | UMCOR  
RENAEC • REVERDECE • RECONSTRUYE

# ReHace

## Methodist Church of Puerto Rico

### Hurricane Maria Recovery Efforts

### Team Travel Information

### 2019

#### ATTACHMENTS:

#### TOOLS LIST

1. Harness \*\*
2. Temporary roof anchor \*\*
3. Shock absorbing lanyard 6 ft \*\*
4. Rubber Grout Float
5. Notched Trowel ¼"
6. Spade bit (1/2" 7/8", 1") mandrel and adapter
7. Wood chisel
8. Ridgid battery 18V
9. Ridgid battery charger
10. Wire stripper
11. Roller frame
12. Ridgid drill/driver
13. Ridgid impact drill

**\*\*TOP PRIORITY**

