

# COVID-19 Protocols

## McCurdy Ministries Community Center

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### Introduction

This document outlines general protocols to be utilized by McCurdy Ministries Community Center to mitigate the risk presented by the coronavirus disease (COVID-19) to the McCurdy staff, Volunteers in Mission (VIM), children, youth, and families we serve and the general public on our campus. All protocols are based on the guidelines provided by the:

- Centers for Disease Control and Prevention (CDC)
  - Website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov);
- New Mexico Department of Health (NMDOH)
  - Website: [www.nmhealth.org](http://www.nmhealth.org); and
- COVID Guidelines for US Projects and Team Leaders provided by the United Methodist Volunteers in Mission
  - Website: [February 2021 - COVID Guidelines for US Projects and Team Leaders — UMVIM](#).

Our intent is to provide a workable plan for VIM teams to return to our campus in 2022, based on the improving conditions of the pandemic. Be aware that protocols may vary between states and regions.

**SPECIAL NOTE: As conditions change, these protocols will be updated to remain current with CDC and NMDOH guidelines. These guidelines will be revised as needed, posted on the McCurdy website and emailed to VIM Team Leaders. Remember: VIM team members may be in close proximity to children who are not yet eligible to receive any of the COVID-19 vaccines, so our efforts will be to consistently assure the well-being of the children, youth and adults whom we serve through McCurdy Ministries Community Center.**

### Protocols for VIM Teams

#### Guidelines for US Project Sites and Team Leaders during COVID-19

*Introduction from COVID Guidelines for US Projects and Team Leaders — UMVIM (Updated March 2022)*

“The first General Rule as United Methodists is to ‘do no harm’. United Methodist Volunteers in Mission leadership understands that many project sites rely on teams to assist in serving the community. These teams come from nearby, from another state, sometimes from another country. One of the worst unintended effects of mission work throughout the ages has been the spread of infectious disease. All want to serve. All sites should adhere to public health and safety protocols to protect employees, homeowners, and missionaries.”

Link to UMVIM Guidelines: <https://www.umvim.org/blog/august-2021-covid-guidelines>

#### General Overview

To ensure the safety of the VIM team members, teams should adopt a “pod” or “family group” mentality for the duration of the mission experience. This means that team members should do everything possible to protect the health and well-being of the pod during travel, work, play, etc. throughout their mission days by cautious and restrained exposure and interaction with other people.

**As a pod, the team will only need to use masks and social distancing when outside the pod** (around other individuals). The CDC states, “You can gather indoors with fully vaccinated people without wearing a mask.” Visits and small gatherings in private settings are considered low risk for fully vaccinated people. There is still a risk, however, of a fully vaccinated person

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transmitting the virus if they are infected. When in the company of anyone who is not a member of your pod, team members should safely wear a mask and keep a social distance of at least 6 feet apart from others.

First and foremost, make sure all team members know the symptoms of COVID-19 and understand that they should not serve in mission if they are exhibiting any of the possible symptoms. The CDC states that the following symptoms may indicate a person has COVID-19: “fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea. This list does not include all possible symptoms.”

### **Protocols for Team Leaders Prior to Departure**

- Team leaders should have a “go/no go” plan of action for a team member and, when necessary, the entire team.
- Team leaders should review the levels of the COVID-19 cases in northeastern New Mexico, especially the counties in the Española area: Bernalillo County, Los Alamos County, Rio Arriba County, Santa Fe County, and Taos County. The latest information can be found at the NMDOH website: <https://cv.nmhealth.org/newsroom/>.
- Team leaders also should review the “Policies for the Prevention and Control of COVID-19” that can be found at the NMDOH website: <https://cv.nmhealth.org/covid-safe-practices/>.
- Team leaders should review and follow the current guidelines of the CDC regarding travel inside the U.S.
- Team leaders also need to review the current guidelines of the NMDOH regarding travel to and within the state of New Mexico.
- Team leaders need to verify there are no current travel restrictions impacting their route before departure.

### **Protocols for Team Members Prior to Departure**

- **Team members are required to be fully vaccinated at least 2 weeks prior to departure.**
  - Note: CDC states: “People are considered fully vaccinated: 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, like Johnson & Johnson’s Janssen vaccine. If it has been less than 2 weeks since your shot, or if you still need to get your second dose, you are NOT fully protected.”
  - Also, the CDC recommends a booster dose at least 5 months after completing your primary COVID-19 vaccination series of Pfizer or Moderna vaccines, or 2 months after your Johnson & Johnson’s Janssen vaccine for optimal protection from the virus.
  - **UPDATE: Team members are now required to have a bivalent booster which helps protect against the Omicron variant BA.4 and BA. 5 at least 2 weeks prior to departure.**
    - The CDC states: “The updated (bivalent) boosters are called ‘bivalent’ because they protect against both the original virus that causes COVID-19 and the Omicron variant BA.4 and BA.5.
    - **Why should I get the Omicron Booster?** According to the NM Department of Health, “Omicron is the most infectious COVID variant so far. The new booster provides better protection against Omicron than the original vaccine. The new booster contains parts of the original COVID virus and the Omicron variant.”
- Proof of vaccination (copy of vaccination card) needs to be provided to the team leader and should be kept in the leader’s records with the other medical documents. Also, a copy of each team member’s vaccination card must be sent to Eufemia **7 days** prior to the team’s arrival on campus. Copies can be emailed to Eufemia at [eromero@mccurdy.org](mailto:eromero@mccurdy.org).
- Team members are required to have a negative COVID-19 test result within 48 hours of departure.
  - Free at-home test kits are available through your insurance at local pharmacies.
- Team members should avoid any large gatherings during the ten days prior to departure.
- Team members should not have traveled outside the United States within the 30 days prior to the mission.
- Team members who have tested positive for COVID-19 within 6 months before the team’s mission departure date should be cleared by their physician before serving in mission. The elevation of Española, NM, is 5,595 feet, Santa Fe is 7,100 feet, and the surrounding mountains are 10,000 to 13,000 feet in altitude. These advisories are intended to limit serious complications from past COVID-19 infections at high altitudes.

- Team members considered high risk by CDC guidelines for serious complications from COVID-19 infection should be fully vaccinated for COVID-19 at least six weeks before their departure date.

**Protocols for Teams Traveling by Car, Church Bus, Chartered Bus, or Public Transportation**

- VIM teams that require traveling to New Mexico by airplane, train, or other public modes of transportation need to be vigilant in doing everything possible to ensure the safety of team members in safeguarding against the potential exposure to crowds encountered during travel, especially in airports, train stations, and other transportation hubs. This includes always wearing a mask.
- **CDC Public Transportation Update:** While the CDC order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect, the CDC continues to recommend that people wear masks in indoor public transportation settings.
  - Note: VIM teams might want to consider chartering a bus to eliminate public exposure.
- Team members must wear a mask over their nose and mouth when in public settings.
  - Team members are required to wear either a well-fitting disposable surgical mask, a KN95 mask, or a well-fitting NIOSH-approved respirators (including N95s), which offer the highest level of protection.
  - Whichever mask you choose, the CDC states: “...it should provide a good fit (i.e., fitting closely on the face without any gaps along the edges or around the nose) and be comfortable enough when worn properly (covering your nose and mouth) so that you can keep it on when you need to.”
  - While it is no longer a requirement of the NMDOH, we highly recommend that everyone aged 2 years and older wear a face covering when in public indoor spaces except when drinking, eating, or under medical instruction, regardless of vaccine status.
- Team members should avoid crowds and stay at least 6 feet (about 2 arm lengths) from anyone who did not travel with you. It is important to do this everywhere — both indoors and outdoors.
- While traveling to Española, teams should limit the number of stops made between the starting point and McCurdy. Following are the CDC guidelines for travel by car:
  - Remember to wear your mask whenever you exit the vehicle.
  - Bathrooms and rest stops: Wash your hands with soap and water for at least 20 seconds after using the bathroom and after you have been in a public place. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
  - Getting gas for vehicle(s): Use disinfecting wipes on handles and buttons at the gas pumps before you touch them. After fueling, use a hand sanitizer with at least 60% alcohol. When you get to your destination, wash your hands with soap and water for at least 20 seconds.
  - Hotels and accommodations: (See protocols below regarding staying in hotels).
  - Food stops: The safest option is to bring your own food. If you do not bring your own food, use drive-through, delivery, take-out, and curbside pick-up options.
- Teams must bring the following COVID-19 related supplies to use during travel: masks and hand sanitizer.
- Team members should avoid touching their eyes, nose, and mouth

**Protocols for Teams Staying in Hotels (or Retreat Centers)**

- Before making a reservation, team leaders should check on the hotel’s COVID practices and select a hotel that is doing everything possible to ensure the safety of their guests.
  - Ask if staff are wearing masks at work.
  - Ask if they have contactless options for online reservation and check-in, mobile room key, and payment.
  - Ask if the hotel has updated policies about cleaning and disinfecting or removing frequently touched surfaces and items (such as pens, room keys, tables, phones, doorknobs, light switches, elevator buttons, water fountains, ATMs/card payment stations, business center computers and printers, ice/vending machines, and remote controls).
- Team members need to wear a mask in the lobby, public restrooms, and other common areas.

- Team members should minimize the use of areas that might involve close contact (within 6 feet) with other people as much as possible (i.e., break rooms, outside patios, inside lounging areas, dining areas/kitchens, game rooms, pools, hot tubs, saunas, spas, salons, and fitness centers).
- Team members should not use an elevator with other people who are not a member of their pod. Another option would be to take the stairs instead.

**Protocols for Teams Arriving at McCurdy**

Shortly before arrival on the McCurdy campus, notify the Dorm Host or a designated McCurdy staff member who will meet the team at the Pilling Dormitory.

- The screening protocol upon arrival will include:
  - taking each team member’s temperature with a no-touch thermometer,
  - asking questions regarding the person’s general health,
  - asking if the missionary has travelled outside the country in the last 30 days, and
  - asking if the missionary has been in contact with anyone who had COVID-19 in the last 10 days.
- McCurdy staff will decline entry into the dormitory of any person exhibiting a temperature of 100.4 degrees or any other symptom of COVID-19.

**Overview of Living and Serving in Mission at McCurdy**

Again, please do everything to ensure teams maintain a pod mentality while living and working at McCurdy. Team members will not be required to wear masks or maintain a social distance while living together in the dormitory or serving together in an outdoor or indoor work environment as long as they are not in contact with other individuals, including McCurdy staff members. If working directly in the vicinity of another individual who is not a member of your team pod, masks and social distancing are required.

McCurdy staff will ensure the Pilling Dormitory has been deep cleaned prior to a team’s arrival. Only one team will be allowed to stay in the dormitory at any time. The team will be assigned to the north and east wings (up to 30 beds available).

A team assigned to the north and east wings will have access to the kitchen in the east wing and use of the TV room and the living room. The team will be asked to enter and exit the dorm by a door designated for their use only.

**Protocols for Teams Living in the Pilling Dormitory**

- While with your team pod is in your assigned section of the dormitory, team members will not need to wear masks or maintain social distancing.
- Team members are asked to wash hands or use hand sanitizer (with at least 60% alcohol) frequently, especially upon first entering the dormitory.
  - Team members are asked to bring their own bottle of hand soap to use in the dormitory and their own bottle of hand sanitizer to use throughout the mission.
- Daily temperature checks will be required of each team member before leaving the dormitory for the day’s work duties:
  - While temperature checks alone have shown to be ineffectual in reducing COVID-19 risk, they can be useful in detecting one of the first signs of the disease.
  - Team leaders will be responsible for keeping the log of the daily temperatures detected for each team member.
  - McCurdy will provide no-touch thermometers for the daily temperature checks.
- Teams also may want to consider bringing their own bedding (for twin bed) and pillow to use during their stay. However, please note that as an added safety precaution all pillows in the dormitory have been provided with 100% waterproof pillow protectors. These zippered pillow covers will be washed along with the other linens at the end of each team’s week in mission.

**SPECIAL NOTE:** Teams will not have access to the south wing of Pilling Dormitory because of proximity to the children, staff, food service and equipment of the Pre-K or its summer extension.

### **Overview of Meals While at McCurdy**

**No meal service will be offered by McCurdy during this pandemic period.** Teams may want to consider planning to cook their own meals while on campus (at a minimum, simple meals for breakfast and lunchtime). Teams might consider recruiting someone from their church who could serve as their chef while in mission.

There will be only one kitchen available for VIM teams to cook and prepare any of their own meals. A team assigned to the east or north wings will have access to the dorm kitchen located in the east wing.

**Note:** If cooking your own team meals, please use paper products (not Styrofoam) as much as possible so the dishes and cups can be discarded after each meal.

Another safe option to consider would be to order takeout or delivered food items and/or to dine in area restaurants, especially those that provide outdoor eating.

### **Team Protocols for Working with McCurdy Staff**

- Indoors: Team members are required to wear masks and maintain social distancing while working indoors in the vicinity of McCurdy staff members or any other individuals who are not a part of their pod.
- Outdoors: Team members and McCurdy staff members are recommended to wear masks and maintain social distancing while working together outdoors with other team members or in the vicinity of McCurdy staff members or any other individuals who are not a part of their team pod.
- All equipment used during mission work needs to be sanitized at the end of usage.

### **Protocols If a Team Member Becomes Sick**

- Upon arrival, the team leader needs to become familiar with the health infrastructure in the area and the location of the nearest hospital.
- If a team member develops any of the COVID symptoms while on campus, the team member will be moved to isolation in a designated room in the dormitory.
  - The team member exhibiting symptoms should contact his/her health care provider as soon as possible for advice and follow protocols for getting COVID-19 rapid testing.
  - The team leader should notify McCurdy staff immediately.
  - If the COVID-19 test results are positive, the volunteer will be quarantined from the rest of the team.
  - The other team members also will be isolated and will need to remain in their assigned wing of the Pilling Retreat Center.
    - The CDC currently advises that "...fully vaccinated people who have come into close contact with someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result."
- The team should have a plan for evacuating a team member who is sick, including the possibility of the entire team packing up and going home ASAP.
- The current guidelines from the CDC are that fully vaccinated people with no COVID-like symptoms do not need to quarantine or be tested following an exposure to someone with suspected or confirmed COVID-19 as their risk of infection is low, but they should keep an eye out for symptoms for two weeks following the exposure.
- The team also should have a plan for canceling the mission or sending team members home if any team members are uncomfortable with the enforcement of these safety protocols.

**SPECIAL NOTE: If a VIM team member has experienced a positive case and has had to quarantine in Pilling, any VIM team scheduled for the following week will be informed that their scheduled time may be cancelled.**

### **Recommendations Regarding Visiting Local Tourist Sites**

While serving in mission at McCurdy, VIM team members love the opportunity to enjoy the wonderful tourist sites found throughout New Mexico. During this pandemic period, we recommend that teams limit their time away from campus to avoid potential contact with individuals outside their pod. With safety in mind, following are recommendations for some ways to use the normal "down" periods of time (typically Tuesday and Thursday afternoons after 12:00 p.m.):

- Teams might explore expanding their mission hours and eliminating any touring. Contact Eufemia Romero, Administrative Assistant, to discuss this option.
- Teams should consider visiting national parks or other outdoor venues so they can enjoy some of New Mexico's great historic areas and avoid exposure to any crowds.
  - A few suggested outdoor tourist sites to explore:
    - Bandelier National Monument ([www.nps.gov/band/index.htm](http://www.nps.gov/band/index.htm))
    - Pecos National Historical Park ([www.nps.gov/peco/index.htm](http://www.nps.gov/peco/index.htm))
    - Puye Cliff Dwellings ([www.puyeciffdwellings.com/](http://www.puyeciffdwellings.com/))
    - El Rancho de las Golondrinas, Santa Fe ([www.golondrinas.org](http://www.golondrinas.org))
    - Los Luceros Historic Site ([www.nmhistoricsites.org/los-luceros](http://www.nmhistoricsites.org/los-luceros))
  - Visit the National Park Service's website for information about the national parks found throughout New Mexico: [www.nps.gov/state/nm/index.htm](http://www.nps.gov/state/nm/index.htm). Be sure to check with the individual parks regarding their current COVID-19 guidelines and any restrictions or closures in place before finalizing any plans.

### **Protocols for Teams Departing McCurdy**

Prior to leaving the Pilling Dormitory for home base, team leaders need to schedule a shorter McCurdy workday on their final day on campus (typically Friday). This is to allow time for the team to complete basic cleaning and sanitizing of all spaces used by the team during their stay. The following items have been added to the standard procedures for cleaning the dormitory.

- High traffic touch areas like doorknobs and doors, light switches, and trash cans are to be sprayed and cleaned with Hillyard Quick and Clean. This product is a germicide and Virucide.
- Carpets are vacuumed and sprayed with Hillyard.
- Bathrooms will be sanitized, and all surfaces are to be washed with a bleach solution.
- Trash bags are to be replaced.
- Floors are to be washed and carpets will be vacuumed.
- Linens, zippered pillow protectors, and towels are to be removed from the bedroom and bathroom.
- Beds will be left unmade with new linens, zippered pillow protectors, and coverlets folded and placed on the foot of the bed for the next arriving team.

### **Follow-up Protocols for Teams After Mission / Contact and Unit Tracing**

Team leaders should notify McCurdy immediately if any member of their team tests positive with COVID-19 within two weeks of returning home. Likewise, McCurdy will notify the team leaders immediately if any member of staff tests positive with COVID-19 within two weeks of the team's departure date. In addition, McCurdy staff will send a follow-up email to each team member five days after departure to verify there have been no positive cases which may have originated from their mission time at McCurdy.

**If a team member has previously served in the McCurdy Charter School, the likelihood is volunteers will not be able to work at McCurdy Charter School during the 2022-2023 school year. These volunteers will need to plan to serve in a different locale and provide different services than previously.**

**Volunteers may be able to work in the classroom in an expanded After School Care program or help with Pre-K educational preparation outside of the classroom during the 2022-2023 school year. There also may be opportunities for volunteers to assist with outdoor activities or field trips for children enrolled in Camp Stars, McCurdy's 6-week summer educational enrichment program.**

# Pre-Travel Screening for COVID-19

All VIM team members should review this checklist at least 30 days prior to their trip and must use it to pre-screen themselves and/or their team on the day they begin travel to McCurdy. The team leader should remind the entire group if one person becomes ill it could cause their entire team to miss their mission experience. A similar screening will be performed upon arrival at McCurdy.

Yes  No Has it been less than 14 days since you were fully immunized and boosted with COVID-19 vaccine (2 doses of Pfizer, Moderna, or Johnson & Johnson's Janssen)?

Yes  No Have you been in contact with anyone who has been diagnosed or is under investigation for COVID-19 or another communicable disease in the last 14 days?

Yes  No Have you or anyone you have had close contact\* with traveled on a cruise ship, traveled internationally, or to an area with a known communicable disease outbreak in the last 30 days?

Yes  No Have you been hospitalized for COVID-19 since the beginning of the pandemic?

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**If the participant answers "YES" to any of the above questions, they should stay home.**

Yes  No Have you tested positive for COVID-19 in the last 3 months?

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**If the participant answers "YES," regardless of severity of illness, the participant should be cleared by their Primary Care Physician before serving in mission.**

Yes  No Are you in any of the higher-risk categories as defined by the CDC guideline COVID Risk Categories?

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**If a participant answers "YES" to this question, we recommend they stay home. Those choosing to participate should receive a vaccination for COVID-19 completed at least 2 weeks before travel to McCurdy. If a vaccine is unavailable or unwanted then the participant should not participate.**

Have you or anyone in your household experienced any new or worsening symptoms from the list below at any time within the last 7 days?

- |  |                            |  |                    |
|--|----------------------------|--|--------------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Cough                      | <input type="checkbox"/> Yes <input type="checkbox"/> No | Headache           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | New loss of smell or taste | <input type="checkbox"/> Yes <input type="checkbox"/> No | Sore throat        |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Fever 100.4 or greater     | <input type="checkbox"/> Yes <input type="checkbox"/> No | Nausea or Vomiting |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Flu-like symptoms          | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diarrhea           |

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**If a participant answers "YES", they and anyone else in their household must stay home.**

Yes  No Did you receive a negative COVID-19 test within 48 hours of departing from home?

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**If a participant answers "NO", they will be denied access to the McCurdy campus.**

\*The CDC defines "close contact" as:

- Within 6 feet of someone who has COVID-19 for a cumulative 15 minutes over a 24-hour period.
- Any physical contact with a person with COVID-19 (hugged or kissed them).
- Shared eating or drinking utensils.
- An infected person sneezed, coughed, or otherwise got respiratory droplets on you.

A McCurdy staff member wearing the appropriate PPE will greet teams upon arrival and will conduct another screening process. This must be completed prior to entering the dormitory or any McCurdy facilities. The screening will include the same questions listed above.

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