

SOE's COVID-19 Preparedness Plan Packet

1400 NE 136th Ave, Suite 201
Vancouver, WA 98684
503.360.1865
soe.org



As the world thinks about opening up to travel, there will be new expectations of those mobilizing mission teams, but we must not forget our purpose of glorifying God first. [The 7 Standards](#) provide a road map to mission trips that glorify God, so we look at returning to travel through the lens of these 7 Standards.

First and foremost, God must be at the center of our service. When service is motivated by our own personal gain we risk losing perspective and putting others at risk. If you are considering traveling on a mission trip, download [SOE's COVID-19 Travel Considerations](#) infographic on what to consider. As you work through this checklist of items, inspect your heart and motivation to be sure that you are making a wise decision and not simply one that satisfies your desire to travel again.

As you consider whether it's safe to travel again, make sure you take into account whether it's safe for your partner to host you. We believe in Empowered Partnerships. The "Empowered" part is intentional and important. Many mission trip hosts often feel a lack of power and inability to say "no" or provide strong direction for a mission trip. A central focus of the guidance that is in this packet is intentional discussion with your host. As you engage in discussion, make sure your partner is empowered to guide the discussion and keep their ministry and community safe and healthy.

We've addressed two of the 7 Standards already, but you'll see all of them sprinkled throughout this packet. In light of this, if you determine that it is safe to travel, we recommend developing a COVID-19 Preparedness Plan. This guidance is not advice and may not account for every nuance of your situation, but it is a place to start.

A COVID-19 Preparedness Plan should address four areas: our hosts, participants, leaders, and our response.



Host Packet & Guidance



1 Restrictions

The host and mobilizing ministry have shared the COVID-19 regulations for the senders and receivers, including any government regulations and restriction, and agree to abide by them.



2 Response Agreement

Agreement on a COVID-19 response plan should travel be restricted during a trip or a participant learns of exposure to or develop symptoms of COVID-19; including testing, medical care, quarantine requirements, and extended stays due to travel restrictions.



3 Cancellation

How decisions regarding postponement and/or cancellation will be made; including, who makes them and when they will be made.



4 Financial

Agreement on how financial impacts of postponements, cancellations, or treatment of ill participants and their team will be handled.



5 Plan

Plan for informing each other of potential exposure to COVID-19 within 14 days following the return of the team.

Participant Packet & Guidance



1 Health Agreement

Agreement with any health screening or restrictions prior to travel.



2 Financial

Explicit explanation of what happens to deposits, donated funds, and financial obligations in the case of a cancelled or postponed trip.



3 Financial Agreement

Agreement to who will be responsible for costs incurred by testing and treatment of those exposed to or showing symptoms of COVID-19; including, medical treatment, quarantine requirements, evacuation, and extended stays due to travel changes.



4 Response Agreement

Agreement to a COVID-19 response plan should travel become restricted during a trip or a participant learns of exposure to or develops symptoms of COVID-19; including testing, treatment, quarantine requirements, evacuation, and extended stay due to travel restrictions.



5 Commit

Commitment to follow COVID-19 guidelines regarding masks, social distancing, gathering restrictions, and other ministry guidelines.

For more resources visit

[SOE's Navigating COVID-19 Resource Page](#)



© All rights reserved - Standards of Excellence - 2020

Leader Packet & Guidance



1 Symptoms

Symptoms of COVID-19



2 Screening

Required screening for symptoms such as temperature checks and assessment questions.



3 Response Agreement

Agreement to a COVID-19 response plan should a participant develop symptoms, including the possibility of testing, treatment, and quarantine.



4 Commit

Commitment to follow COVID-19 guidelines regarding masks, social distancing, gathering restrictions, and other ministry guidelines.



5 Response Plan

Implement a COVID-19 Response Plan (see next page).



COVID-19 Response Plan



1 Prior Communication

Prior communication with a travel agent and insurance agent regarding plan for changing travel arrangements and seeking medical care for COVID-19 purposes.



2 When

When to seek testing for a participant.



3 Who

Who to contact when testing is required.



4 Where

Where they can get tested for COVID-19.



5 What

What quarantine requirements exist while waiting for test results and/or if the test is positive.



6 Who

Who will assume leadership should a team leader develop symptoms of COVID-19 or need to stay with a participant who develops symptoms.