

## MASK PRODUCTION GUIDE

We are calling on all congregations to consider making masks to delivery to the most vulnerable communities.

### FACE MASK TYPES

The CDC recommends two methods of producing masks for personal use; a version that requires sewing and a version that does not (no-sew). Instructions are provided below for both types.

### RECOMMENDATIONS TO PREPARE FOR MAKING MASKS

- Ensure the volunteers practice social distancing and are wearing masks and gloves
- Provide instructions or videos to volunteers on how to produce masks.
- Set up an area to cut the material.
- Designate someone to ensure that the measurements are followed.
- Ensure the materials are cut and assembled correctly.
- Ensure the masks are packaged and appropriately marked.

### MATERIALS NEEDED

- Masks, hand sanitizer or soap & water, nitrile gloves (for volunteers)
- Fabric (tightly woven, quilting fabric or cotton) Two yards of fabric, 72-by-36-inches, will make 16 sewn masks or three no-sew masks. Ideally, use two colors or patterns for the sewn masks.
- Straight pins
- Rubber Bands (3" x 1/8")
- One-gallon zip lock bags for packaging masks
- 1/8" or 1/4" elastic (two 6" pieces or 1' per mask)
- Sewing thread
- Black Sharpie marking pens
- Scissors
- Ruler or measuring tape

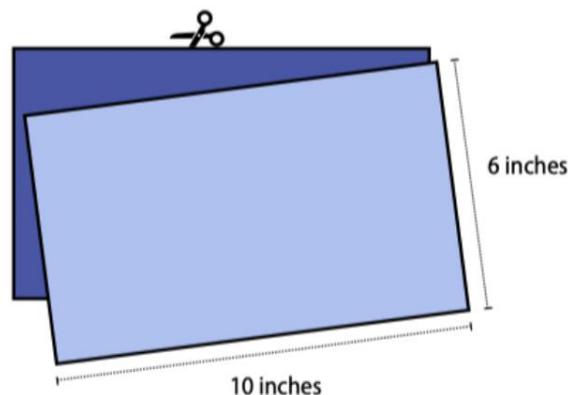
### MASK PRODUCTION (SEWN METHOD)

[Click Here for a Video Demonstration](#)

An efficient way to make the sewn masks in large quantities is to divide the work into two steps. Assembly is labor-intensive and slows the sewers from sewing masks if he or she must both cut and sew. Our goal is to make as many masks as possible, as quickly as possible.

#### Step 1 (Cutting)

In the first step, volunteers cut out two 10-by-6-inch rectangles of fabric. Stack the two rectangles and pin the pieces together in preparation for sewing. If possible, use two colors for each mask to distinguish between the inside and the outside of the mask.



Pack the cut and pinned materials in zip lock bags and mark the bag with the number of masks, the last name of the assembler, and the name of the Congregation. Transport the materials to the sewers.

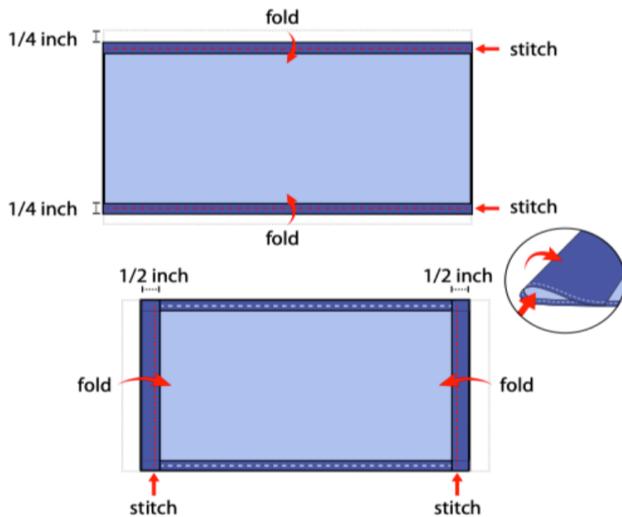
Be sure to maintain social distancing in the assembly area, ensuring that the assemblers have face masks and gloves. If gloves are not available, then they should use hand sanitizer or wash their hands often.

#### Step 2 (Sewing and Final Assembly)

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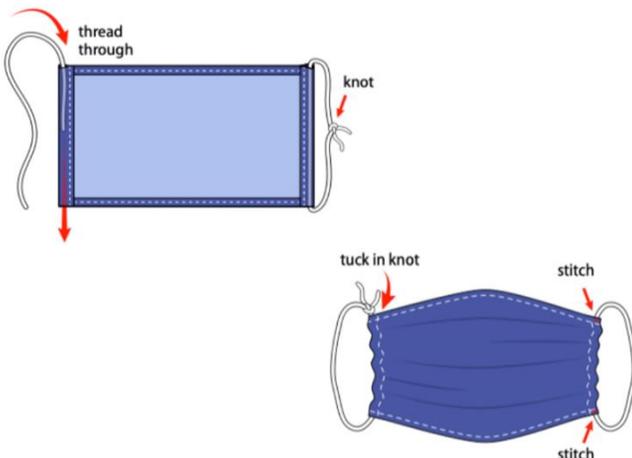
Typically, the sewing will take place off-site, in individual homes. The sewers should know who to call when they need more mask sets or sewing materials such as thread, needles, or machine oil. Encourage the sewers to use hand sanitizer and masks as well.

In the second step, the sewers will hem the masks on four sides. Fold over the long sides 1/4-inch and hem. Then fold the double layer of fabric over 1/2-inch along the short sides and stitch down.



Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.

If you don't have elastic, use hair ties or elastic headbands. If you only have string, you can make the ties longer and tie the cloth face-covering behind the wearer's head.



Gently pull on the elastic and tuck the knots inside the hem.

Gather the sides of the cloth face covering on the elastic and adjust so that the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

Add your last name to the zip lock bag and call your coordinator for pickup to deliver to a regional Collection Site.

### MASK PRODUCTION

**(NO-SEW METHOD)** [Click Here For No Sew Video Method](#)

The advantages of the no-sew design are that it is simple and that it does not require sewing machines. The disadvantages are that it uses three times as much fabric, the pieces (the fabric and two rubber bands) are not fastened, and that the wearer must know how to refold the masks.

Cutting and assembling no-sew masks can be accomplished in two steps.

#### Step 1 (Cut the Fabric)

Cut the fabric into 20-inch squares.

#### Step 2 (Final Assembly)

Fold the masks, add the rubber bands, and place the completed masks in a zip lock bag. Mark the number of masks in the bag.

Add your last name to the zip lock bag and call your coordinator for pickup to deliver to a regional Collection Site.

### MANAGING SUPPLIES

Someone should be designated to monitor supplies on hand to ensure the manufacturing process is uninterrupted. You should have enough materials for at least one week's production. Additional supplies should be purchased during the week to avoid interruption.

You will need several volunteers to deliver assembled masks and pick up sewn masks for distribution. You might consider providing the volunteer deliverers with a \$20 gas card.

### DISTRIBUTING MASKS

There are multiple options for mask distribution. We will coordinate the mask distribution to those who need them most.