

Requests for sanitary creation of face shields:

1. Please do not work on any face shields if you are feeling even slightly ill or have felt ill recently. If possible, take your temperature prior to working on face shields and do not work on shields if your temperature is $>100.0^{\circ}\text{F}$.
2. Minimize the number of people working on creation and assembly. Although we are grateful for all those who want to volunteer, please include the fewest number of people who can efficiently produce the face shields.
3. If you have cleaning supplies available, please sanitize work surfaces and equipment prior to creating or assembling face shields. Thoroughly wash your hands prior to beginning work and at regular intervals during your work, particularly after eating, coughing or sneezing, or using the bathroom. If you have access to gloves and face masks, please wear them while producing and assembling face shields.
4. Once the shields have been produced and assembled, please handle them as little as possible and pack them into cardboard boxes. Seal the box with packing tape and attach the provided cover sheet to the outside of the box.

Thank you for your assistance in keeping our front-line staff as safe and healthy as possible!