



# Process Guide

## CLEANING GUIDELINES

### FOR EVERYONE:

- 1) **Wash your hands!** Wash hands before handling materials or making masks. When handling donations, wash hands both BEFORE and AFTER to minimize your own exposure risk as well as that of the next person in the supply chain.
- 2) **Place all donations into sealed plastic bags!** This minimizes contamination during travel.
- 3) **Social distancing!** Stay six feet from others and practice not touching your face, eyes, and mouth

### FOR MAKERS:

**We recommend consolidating donations with others to minimize the number of individuals going to donation collection sites.**

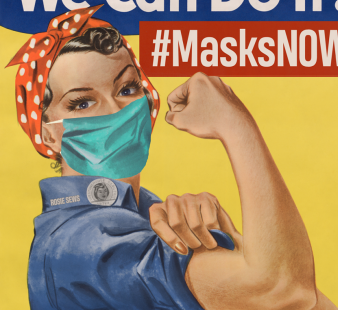
- 1) Wash hands before working on masks and before returning to them after breaks.
- 2) Work with clean, pre-washed fabrics.
- 3) Wash the completed homemade masks on a HIGH temperature (preferably at least 158°F or 60°C) standard wash cycle using standard laundry detergent. Dry on high temperature.
- 2) Remove masks from dryer with clean or gloved hands. Place directly into a clean, sealable plastic bag.

### FOR COLLECTION SITES:

- 1) Place receiving box in a clearly visible location. Outside is ideal to and avoid person to person contact and maintain cleanliness inside of your facility.
- 2) Wash hands BEFORE and AFTER handling donations to store at your location until collected by a volunteer.
- 3) Volunteers will contact you to set up a collection time. Place donations at the pick-up location, preferably outside, for the volunteer to collect. Allow volunteers to do this by themselves if possible. If this is not possible, maintain 6ft distance at all times.

## PACKING GUIDELINES

- 1) **Box:** All homemade facemasks must be distributed in a plain paper box such as a corrugated cardboard box.
- 2) **Outer Labeling:** The box must not make any content indications or claims beyond the Masks Now logo. The use of the words “mask”, “facemask”, “surgical”, “protective”, or any other related term must not appear on the outer box.
- 3) **Packing Materials:** Packing materials such as tissue paper or packing paper may be used to prevent damage to the face masks but should be limited where possible.
- 4) **Packing Slip:** The Packing Slip must be completed in full in indelible ink (such as pen) in legible handwriting and provided within every shipping container. Where colored printing is not available, black & white is acceptable, provided all content is fully legible.



# Thank you

In this unprecedented moment in history, we thank you for your commitment to the well-being of our community, nation, and world at large. Please accept these masks as a token of our gratitude for your immeasurable dedication.

## THIS PACKAGE CONTAINS \_\_\_\_\_ ITEMS

ITEM STYLE: ☐ 3-Layer Mask ☐ Pocket Mask ☐ Mask Cover ☐ Other

MADE WITH LOVE BY:

## MATERIALS USED

BACK LAYER (BODY CONTACTING LAYER):

- ☐ 100% Cotton  
☐ Cotton/Polyester Blend  
☐ Other:

\_\_\_\_\_

MIDDLE LAYER: *(IF USED)*

- ☐ Pellon 830  
☐ Pellon 30 40 810  
☐ Other non-woven, non-fusible  
 poly/poly blend interfacing

\_\_\_\_\_

FRONT LAYER:

- ☐ 100% Cotton  
☐ Cotton/Polyester Blend  
☐ Other:

\_\_\_\_\_

## MASK CARE

**BEFORE DISTRIBUTION:** Homemade masks should be washed after every use, or as frequently as possible. Wash the homemade mask on a HIGH temperature (preferably at least 158°F or 60°C) standard wash cycle using standard laundry detergent. Dry on high temperature.

## DISCLAIMER

Created for Crisis does not recommend the use of these homemade facemasks when surgical masks or N95 respirators are available. These should only be used in non-surgical settings when the healthcare provider (HCP) will be more than 3 feet from a symptomatic patient OR within 3 feet of symptomatic patient wearing a surgical facemask. HCPs should NOT use these when there is:

- Significant exposure to liquid, bodily, or other hazardous fluids
- A high level of infection risk through inhalation exposure
- A high-intensity heat sources or flammable gases

### WARNINGS:

- These homemade facemasks are not surgical masks or Filtering Facepiece Respirators (FFRs).
- These face masks have not been tested for fluid resistance, particulate or bacteria filtration efficiency, differential pressure, or flammability.

### RECOMMENDATIONS:

We recommend monitoring the CDC website below for the latest updates regarding the respirator shortage: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/crisis-alternate-strategies.html>

See [www.createdforcrisis.org/labelingandsafety](http://www.createdforcrisis.org/labelingandsafety) for more information.