Project Sunshine
Mask Assembly Instructions
COVID-19 Guidance

Our top priority is the health and safety of your family, as well as the patients and families we serve. To support public health efforts to prevent the spread of COVID-19, we are asking that you carefully follow the infection control guidelines by the CDC outlined below and be alert to the CDC guidance on symptoms to ensure your mask assembly process is safe.

Precautions
- Do not make masks if you:
  - Are feeling sick in any way, including the COVID-19 symptoms: shortness of breath, sore throat, fever
  - Have been sick in the past 14 days
  - Show any symptoms of an upper respiratory infection
  - Have ever been diagnosed with or have come in contact with anyone with a known positive case of COVID-19
  - Have been asked to self-quarantine by a medical professional.

Process
- Identify a person who will be in charge of the activity and will make sure the necessary precautions will be taken.
- Remove all food, drinks, and common allergens from the area you are using.
- Thoroughly clean surfaces where you will be working. The CDC recommends using diluted household bleach solutions, alcohol solutions with at least 70% alcohol, or most common EPA-registered household disinfectants.
- Wash your hands often with soap & water for at least 20 seconds before touching any of the Project Sunshine materials.
- Re-wash hands every time you touch your face, blow your nose, touch others, etc. during the course of the assembly and packaging of kits.

Assembly Instructions
1. Needle and Thread:

   1. Cut two pieces of fabric that are equally sized: 9x6 (adult) or 7.5x5 (child).
   2. Take the two layers of your 100% cotton fabric or substitute. If you're working with patterns, face the two sides together (like you’re making a sandwich).
   3. Place the elastic or ties (*see instructions below for ties) in between the layers and sew them into the corner. For elastics, sew one at each end so it creates a loop on each side. For ties, use one piece at each corner so there are four total.
   4. Make three staggered pleats lengthwise on the mask, as if folding a paper fan. Then sew all the way around. This will make a rectangular mask.
2. Sewing Machine:

1. Cut two pieces of fabric that are equally sized: 9x6 (adult) or 7.5x5 (child).
2. Take the two layers of your 100% cotton fabric or substitute. If you’re working with patterns, face the two sides together (like you’re making a sandwich).
3. Place the elastic or ties (*see instructions below for ties) in between the layers and pin them to the corner. For elastics, pin one at each end so it creates a loop on each side. For ties, use one piece at each corner so there are four total. The longer pieces will go on the top of the mask (where it would touch your nose) and the shorter pieces will go on the bottom.
4. Now starting at the center of the bottom edge, sew around the edge of the mask, a little less than a ½ inch seam. You should have sewn over each corner securing the elastic/tie to the mask. Make sure to keep 1.5-inches to 2 inches-open on one side so you can turn the mask inside out.
5. Stop, cut the thread and turn inside out.
6. Pin 3 tucks on each side of the mask. Make sure the tucks arc the same direction.
7. Then sew all the way around. This will make a rectangular mask.

3. How to make ties:
   a. To make you ties, you can use ribbon or more of the fabric you’re using for the mask.
   b. You will roughly need one 11-inch and one 9.5 inch long strip of fabric, both of which are 1 inch in width.
   c. Cut the two strips in half and place them aside (follow sewing instructions for the mask above).

Please pack all completed masks in a box and wait 3 days after packing to send the shipment out (per studies of COVID-19 remaining on surfaces).
Step by step of how to sew a mask:

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Final Product: