

Last updated 02/25/20



*CWG wearing one of the later models of our no-sew, shop towel masks, with internal nosebridge and around-the-head elastic.*

You will need:

- A clean, pet-free environment and flat surface to assemble the masks. Some pet owners report that they deep clean a room and keep their furry friend out, then dust the work surface again right before assembly. Alternatively, some volunteers set up a table outside when possible.
- Ideally, hair covering and a face mask of your own to wear while assembling.
- A kit of prepared materials. Your exact kit may look slightly different, depending on the current version.



*A version 5 kit layout showing all the components. Your Filti might be white in color.*

## Procedure

1. Wash your hands well and don a mask of your own. Clean off your work surface. Ideally, finish with a 70% ethanol wipe or other disinfecting wipe if possible. We don't want to inadvertently spread the virus we're trying to contain!
2. *Mise en place* your kit to see if you have everything.
3. Watch the latest version of the embarrassing, rambly video of me demonstrating the assembly process.
  - a. Most of you will be making the [Version 5](#).
    - i. For reference, here are the other videos of me in appearing in different hats for [Version 2](#), [Version 3](#), and [Version 4](#). The mask type should be labelled on your kit label.
  - b. Note that in the videos, I assemble a mask start to finish as a demonstration, but usually it's faster to do a given step for a batch of the masks at a time (e.g. fold and do the first staple for all your masks, then proceed to the next step).
  - c. **Notes:**
    - i. You may receive a bobby pin in lieu of the custom wire hook tool. See this [note about how to substitute the bobby pin](#) for the elastic threading step.
    - ii. For all versions- from the "Front", you should see 4 closed-edge ridges. From the "Back" (i.e. part against your face if you put it on), you should see 3 ridges and "flaps" at the top and bottom.



*Front of a folded mask- note the 4 "ridges".*





*Back of the same mask- note the 3 “ridges” in the middle, and the edge flaps on the top and bottom.*



*Here's the mask opened up, illustrating how these folds unfurl to form a cup shape for the face.*



*This is what happens when there are the 'wrong' number of folds- the mask on the right is missing the "half fold", and does not open quite as smoothly to meet the face. This is a pretty minor problem, but let's try to keep our masks consistent. 3.5 accordion folds!*

- iii. There are instructions for loading and unjamming the heavy staplers on the box or on the stapler itself.
- iv. For using the Bostitch heavy staplers, apply steady even downward pressure (best used while you're standing up) until you **fully reach the bottom** of the range of motion. This properly crimps the staple (no poky bits), and releases the staple from the magazine.
  - 1. The #1 reason behind jams is not pushing all the way down, which leads to incomplete release of the staple. Your staple and mask are stuck to the bottom of the magazine so you think you need to staple again. Don't! Just try wiggling the mask downward to release. Attempt to staple again just jams another staple in there and then you have to really rip the mask out and follow the un-jamming procedure using a pencil (see label on stapler).
- 4. Apply labels to each mask, on the "top" surface between the staples and the nosebridge.
  - a. Peel away the paper backing "outline" around the stickers to make it easier to remove each label later. Apply the labels such that the text is rightside up when holding the mask "face side" towards you.





5. Pack 5 completed masks per small paper bag (no need to staple closed or anything). Label the front with the batch ID (e.g. CG4).



6. Re-box the stapler to return it to your kit coordinator (unless you're going to work on another kit in the next few days- just keep it if it's okay with your coordinator). It's best to remove any remaining staples from the magazine, then slip the clear plastic band over the lever. Start from the narrow end and work towards the wide end.
7. Put finished small bags of masks, stapler, and unused material back in the bag. Many of the kit materials are weighed out, not counted, so don't be concerned if you have extra something.
8. Wash your hands afterward just in case the kit materials had any contagion present (small chance, but still...).
9. Return the kit to your kit coordinator or arrange for pickup with your driver.

**10. Thank you so much for your help!**

**Pending new labeling and packaging (2/25):**

1. Pack your completed masks. We have 2 distinct labeling/packing formats:
  - a. 4 pack, no individual label:
    - i. Insert an info card into the long, thin plastic bag. The fit adjustment pictures will be on the outside.
    - ii. Make a stack of 4 masks and place in the bag. Squeeze the zip top closed.
  - b. Bulk packed, individual tags:
    - i. When you're threading the elastic through the tubing, repeat the threading process with a hole-punched tag.
    - ii. Place all the completed masks in the large zip log bag.





**Upgrade your mask against COVID-19**  
*Mejorá tu máscara contra el COVID-19*

COVID-19 can spread by tiny droplets in the air.  
El COVID-19 se puede propagar a través de gotitas respiratorias en el aire.

Some masks are much better at stopping these droplets.  
Algunas mascarillas son mejores en detener estas gotitas.

A better mask can help protect you from COVID-19.  
Una mejor mascarilla puede ser más eficaz en ayudarte a proteger contra COVID-19.

**bandana**  
pañuelo

**infected**  
infectado

**this mask**  
Esta mascarilla

**surgical mask**  
mascarilla quirúrgica

**Fit Adjustment / Ajustamiento**

**Too tight on chin?**  
Pull top strap  
¿Demasiado apretado en tu quijada?  
Jala la cinta de arriba

**Too tight on nose?**  
Pull bottom strap  
¿Demasiado apretado en tu nariz?  
Jala la cinta de abajo

**Too loose or tight overall?**  
Adjust silicone tube slider  
¿Demasiado suelto o apretado en general?  
Ajuste el deslizador de tubo de silicona

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