**STEPS TO MAKE A MASK WITH SCISSORS**

Protect our health care professionals fighting COVID-19

1. **CLEAN YOUR WORK AREA**
   
   Wash your hands for at least 20 seconds using soap and warm water. Using soap and water, followed by a disinfectant, thoroughly clean your workspace. Also clean your scissors. Ensure you don't allow any contaminants into the area and to clean again if you touch your face, phone or any other objects.

2. **PREP EQUIPMENT**
   
   Set out your roll of Melt-blown Polypropylene, rubber bands and scissors.

3. **TEAR ROLL AT PERFORATION**
   
   Rip off single sheet of the Melt-blown Polypropylene. This is already folded in half and treated to prevent permeation of the virus. If the fold is off by more than 1/8th of an inch you're going to want to refold it to be precise.

4. **FOLD ACCORDION STYLE**
   
   Fold back and forth, accordion style, three times, creating four panels that are about one and a half inch each.

5. **FOLD IN HALF**
   
   Fold the entire sheet once more, hot dog style from an inch and a half to 3/4 inch.

6. **FOLD EDGE IN**
   
   On each end of the fabric, fold inward about a 3/4 inch.

7. **CUT THE CORNER**
   
   Using your cleaned scissors, cut a small, about 1/8 inch triangle from inside end of both of the folded corners.

8. **REOPEN LAST TWO FOLDS**
   
   Unfold the edge where you cut. When you unfold the fabric again, from 3/4 inch to 1 and a half inch horizontal, you will see that we have two holes on each end.

9. **LOOP RUBBER BANDS THROUGH THE HOLES**
   
   Insert a latex-free rubber band through one hole to create two circles on each side of the fabric – next, thread one end through the middle of the loop and pull to tighten. Repeat on the other side.

10. **STORE IN BOX**
    
    Put on the first mask and keep on while making the remainder. Resanitize your workspace. Place all the completed masks back in the box for storage. Once completed and filled close box and mark with the date and time of completion.

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