



March 2020

Dear Friend and Hero,

Thank you for being a hero by sewing face masks to help protect our front-line heroes and caregivers at Salem Regional Medical Center (SRMC)! During the Coronavirus (COVID-19) health emergency, personal protective equipment (PPE) is in critical need. Face masks help protect our health care team from droplets that may be expelled by a cough or sneeze from patients seeking care.

You—and your amazing sewing skills—can help make a tremendous difference in providing face masks that our dedicated caregivers can wear, wash and reuse while they serve the people of our communities.

Sewing Instructions

Attached are the sewing instructions to make a 3-layer mask that meets the recommended clinical requirements. Please review the materials needed, which include polyester fabric, 100% cotton fabric, bias tape or elastic loops and pipe cleaner (optional). Once the masks are completed, SRMC will provide a removable felt layer that will be placed inside the masks before the mask is given to a staff member.

Important: To ensure the health and safety of our employees, only healthy individuals with no one in their household experiencing flu or COVID-19 symptoms should consider donating masks. Please note that all donated masks will be laundered prior to being given to SRMC staff.

Where to Bring Completed Masks

Completed face masks can be brought to SRMC's Main Lobby in a clearly marked bag or container and placed in our donation box for medical supplies, which is immediately inside the door of the Lobby. We are accepting donations Monday-Friday, between 8:30 a.m.-5:30 p.m. Special drop-off arrangements can also be made by calling Amy Reed, SRMC Foundation at 330-337-2883.

Your generosity is greatly appreciated by every staff member who works at SRMC. If you have any other questions, please email us at Foundation@salemregional.com or call the number listed above.

Thank You For Being Our Hero,

Anita Hackstedde, M.D.
SRMC President/CEO

BE A HERO...HELP OUR HEROES!

Salem Regional Medical Center (SRMC) appreciates your help in protecting our "SRMC Heroes" by sewing 3-layer surgical masks. There are two types of masks that can be made: Ear loop mask (Picture 1) or Tied mask (Picture 2). Each mask has envelope back (Picture 3).

Material for 3-Layer Surgical Masks (Picture 4)

- Polyester fabric for outer layer
- 100% cotton material for inner layer (closest to face) – PREWASH
- Bias tape or strips of cloth for tie or elastic loops
- Optional – 4 inch piece of pipe cleaner
- Note: SRMC will use felt as a removable liner inserted in middle (SRMC will provide felt to caregivers after washing mask)

Cutting Instructions Per Mask (Finished size 8" by 5")

- 1 – piece **Polyester 9" by 7"**
- 2 – pieces PREWASHED **Cotton each 9" by 4"**
- 2 – pieces of **elastic tape 7"each** ($\frac{1}{4}$ " flat is best, but any will do) - For ear loop mask shown in Picture 1
- or 2 pieces – **32" bias tape** if sew on the sides - For tie mask shown in Picture 2
- or 2 pieces – **40" bias tape** if sew across the bottom - Picture 2

Sewing Instructions

1. Cloth pieces – fold $\frac{1}{4}$ inch under twice for finished edge along the 9 inch side and sew (Picture 5).
2. Polyester piece – pin or baste 2-3 tucks mid-mask (Picture 6)
(The thicker material may only allow 2 – keep to about 5.5 inches top to bottom)
3. Sew right sides together, with 2 cotton pieces making an envelope backing
**If doing elastic ear loops – tuck 7" elastic inside top and bottom side corners, back stitch these in well to secure. (Pictures 7 and 8)
4. Flip fabric right sides out thru the envelope back – sew around edges to secure 1-2 times.
Mask is more secure if sewn twice around the edges. (Picture 9)

Optional: If you have 4 inch piece of pipe cleaner, tuck under the middle top inside of the mask and sew beneath to secure – watch out for your needle. (Picture 10)

SMRC will place a 4" x 6" felt liner after the mask is washed. (Picture 11) This felt is thrown away after use by staff.

**If doing bias tape, stitch the 32" along the sides and secure well with back-stitching. You can also use 40" of bias tape along the top and bottom as ties. (Picture 12)
Sew these closed as they will be washed and get tangled.

①

EAR LOOP MASK



Finished 8"x5"

②

TIED MASK



Finished 8"x5"

③

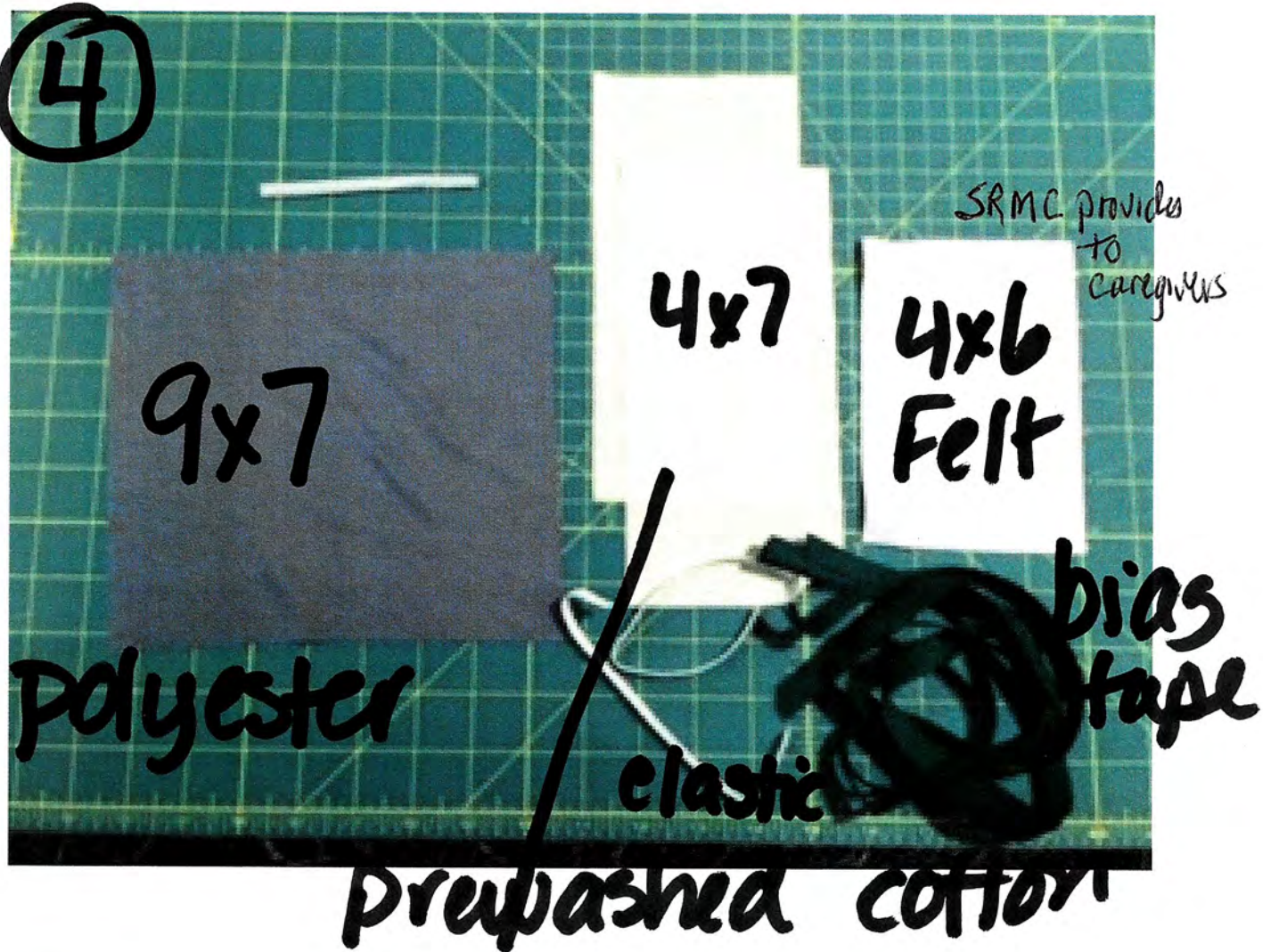


Envelope Back
(Do not need to pleat)

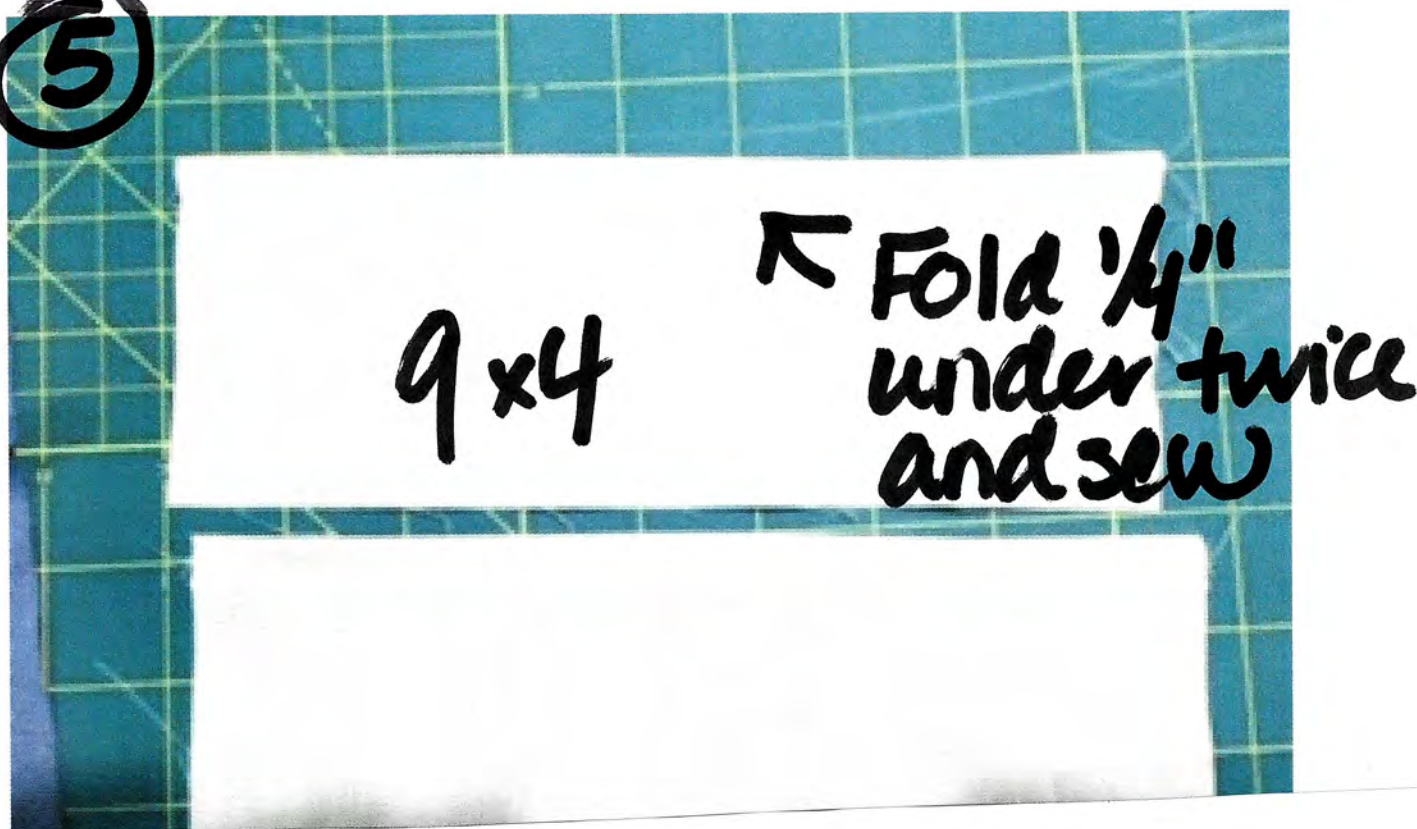


SAMPLES
SURGICAL
MASKS

④



⑤



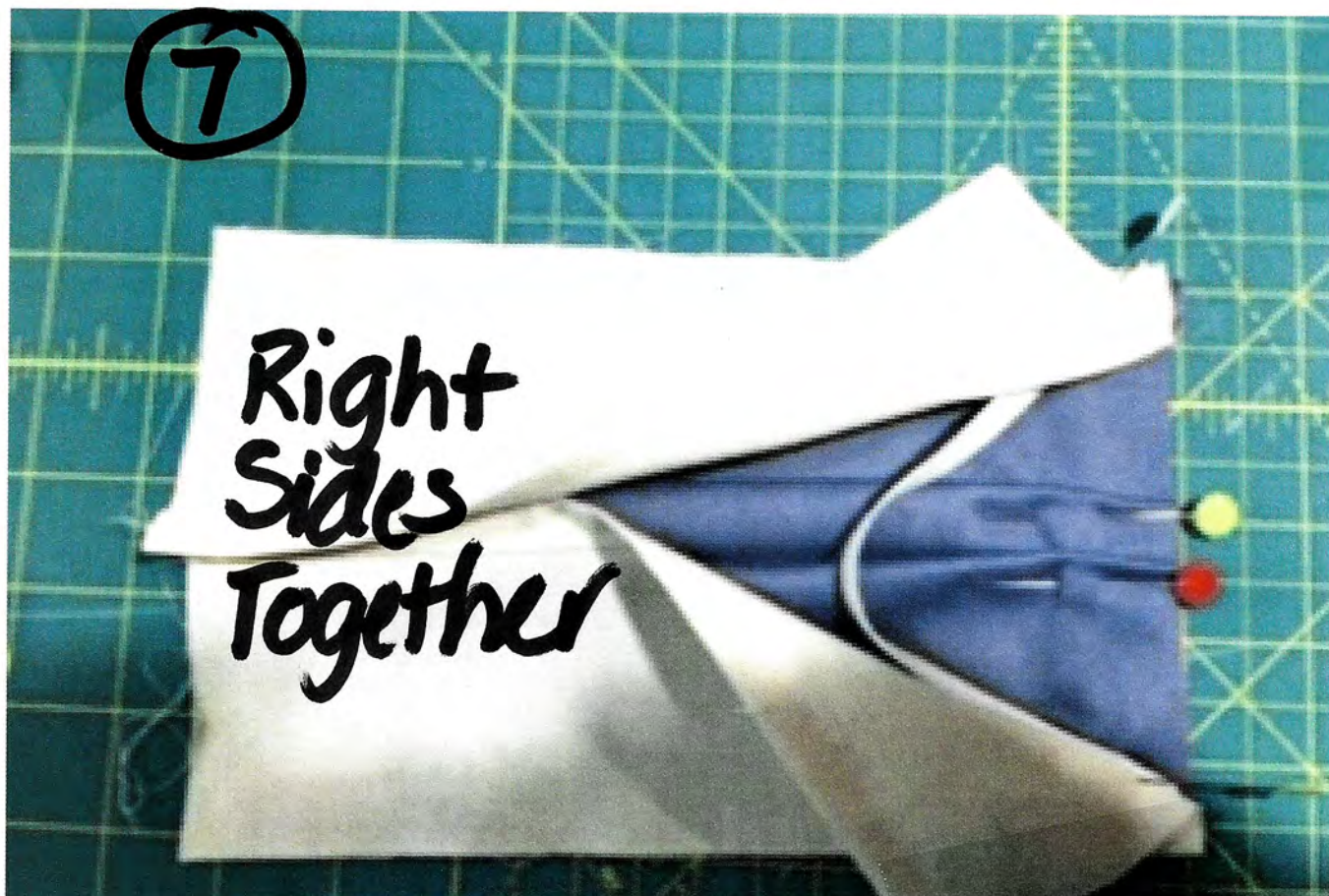
⑥

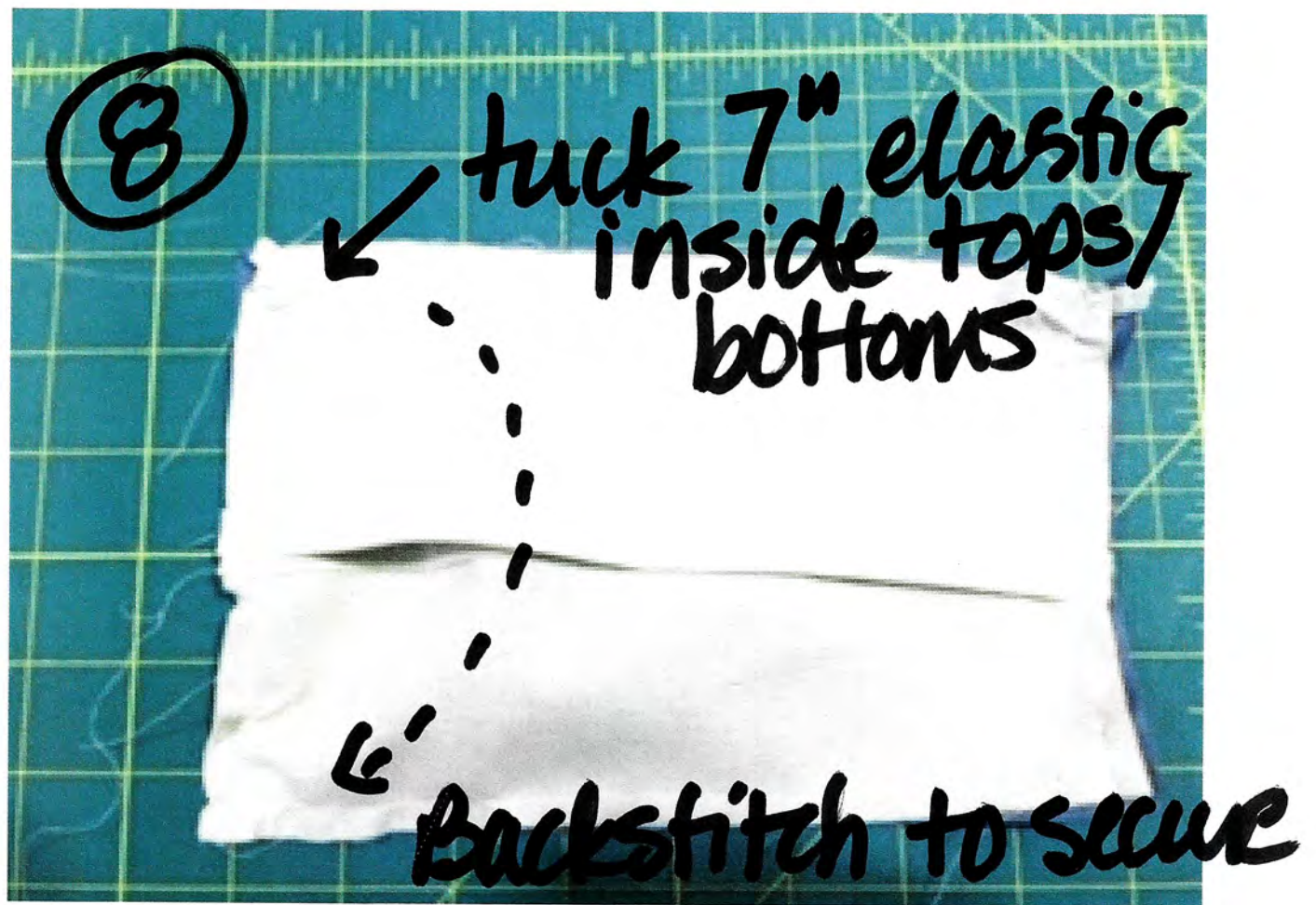
2-3 pleats



⑦

Right
Sides
Together





10



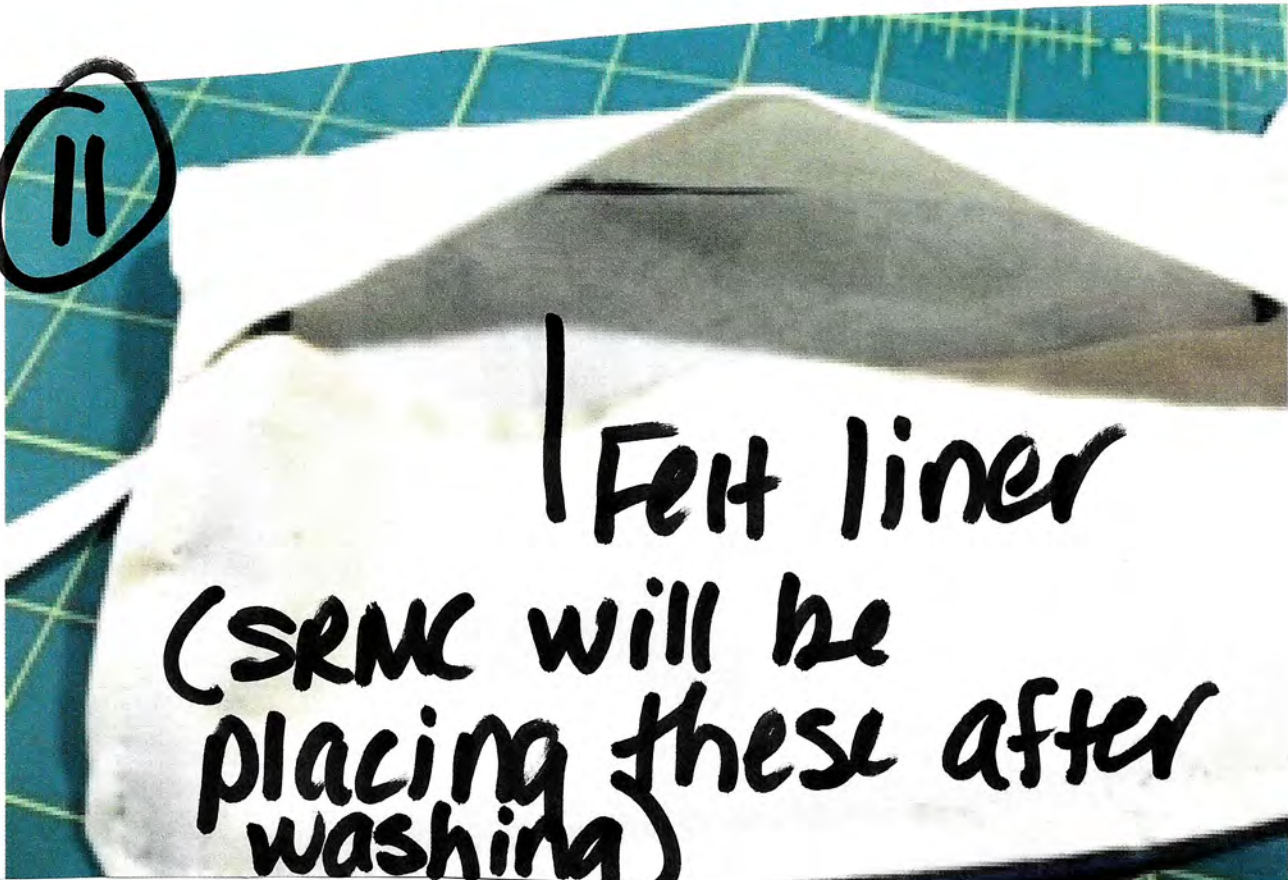
OPTIONAL

4" piece
pipe cleaner



sew line
below to secure

11



Felt liner

(SRMC will be
placing these after
washing)

12



Mask with
bias tape

THANK YOU