

# Seamstresses Unite!

## Seamstress Packing Procedure

1. Sanitize the handle of your iron.
2. Wash hands and put on gloves or plastic sandwich bags if you have them.
3. Run hot iron over the ironing board cover to make a clean surface.
4. Steam iron both sides of the mask (to sanitize) and immediately pack each mask into the Zip-Lock bag, 10 masks per bag.
6. Contact your Team Lead/Delivery Coordinator and let them know how many masks you have ready for distribution.
7. Your Team Lead/Delivery Coordinator will send you an email with instructions for package preparation and how to get the masks to the coordinator. It is critical that packages are tagged carefully. We track all packages in case we have to recall masks due to illness of someone along the delivery chain.

