

# Seamstresses Unite!

## Procedure for Mask Intake and Delivery

1. When a seamstress completes a set of masks, they will contact their Team Lead/Drop-off Coordinator. Seamstresses will bag their masks in Zip-Lock bags in Packs of 10 masks per bag.
2. The seamstress can either drop the masks off with the Team Lead/Drop-off Coordinator OR request a pickup if their region has Pick-up and Delivery volunteers. The Seamstress can also choose to participate in a delivery directly to the healthcare provider themselves. (See steps in the next section).
3. The Team Lead/Drop-off Coordinator will send the Seamstress an email with instructions and forms that will remain attached to the bags through delivery. The instructions will include a Package number to be entered on the form.
4. The Team Lead/Drop-off Coordinator will update the system to show the Masks in inventory.
5. The Team Lead/Drop-off Coordinator will review the orders list and make a determination as to which request you can fill based on 1) date of request, 2) proximity to your location and the availability of your driver and 3) Inventory.
6. When an order is being filled, package up the bags of masks with their Mask Intake Forms stapled to the front, collect enough packages to complete the order, and put into one large delivery bag. Complete a Delivery Tag and add a Lot # to the Delivery Tag for the complete order. Staple the completed Delivery Tag to the outside of the delivery bag, sealing the Delivery Bag.
7. Log the prepared order in the system including bag numbers, lot number, seamstresses, delivery person, and any other person who handled the packages. Send notification that order is ready for delivery/pickup.
8. Provide the Pickup and Delivery Volunteer with the delivery bag and two (2) Delivery Pass/Window tags, to be used in areas of Lock Down to identify Delivery person as performing an "Essential Function".



## Procedure for Mask Intake and Delivery if Seamstress coordinates the delivery or pick-up directly with healthcare facility

1. When a seamstress completes a set of masks, they will contact their Team Lead/Drop-off Coordinator. Seamstresses will bag their masks in Zip-Lock bags in Packs of 10 masks per bag. The Seamstress will email the Team Lead/Drop-off Coordinator that they would like to deliver or have a pickup of masks directly to/from the healthcare provider.
2. The Team Lead/Drop-off Coordinator will send the Seamstress an email with instructions and the Mask Intake Form and the Delivery Tag that will remain attached to the bags through delivery. The instructions will include a Package number and a Lot Number to be entered on the forms. It will also include the Delivery Pass/Window Tag to be used in areas that are locked down to identify the Delivery person as performing an "Essential Function".
3. Seamstress completes a Mask Intake Form and the Delivery Tag and add the Lot number and Package number to the forms. Staple the Mask Intake Form to the Zip Lock bags containing the masks, place the completed packages in the delivery bag and Staple the completed Delivery Tag to the outside of the delivery bag sealing the bag.
4. Seamstress will take a close-up picture of both forms and email to Team Lead/Drop-off Coordinator, who will log the prepared order on the tracking system. Seamstress will coordinate with Healthcare Facility for delivery/pickup. Seamstress will use the Delivery Pass/Window Tag in areas of Lock Down to identify the Delivery person as performing an "Essential Function".

