

Thank you for helping Kaiser Permanente address supply needs for COVID-19.

The following packet provides the following information:

1. Manufacturing Specs
2. Patterns and Photos of Final Product
3. Box Labeling Requirements
4. Workplace Safety Recommendations from Kaiser Permanente

We appreciate your assistance during this critical time. Please reach out to us with any questions or concerns.

Fabric Face Mask Material Specification

Fabric, Thread

Kaiser Permanente recognizes that fabric supplies are becoming increasingly tight, and we may need to accept alternatives. **However, all materials must be latex-free.** Manufacturers should identify what they can source and communicate their options to Kaiser Permanente for approval. The general specification for mask materials includes:

FABRIC TYPE

- + Woven 6 to 8 oz (in densities similar to dress shirt or bed sheet fabrics)
- + Jersey knit 6 to 8 oz
- + All masks will use 2 layers of fabric per the pattern and instructions
- + Fabric should be stable for machine wash warm, tumble dry low
- + Finished mask should undergo a wash test

FABRIC COLOR

- + Neutral, solid colors preferred

CONTENTS

- + 100% cotton or cotton blend

THREAD

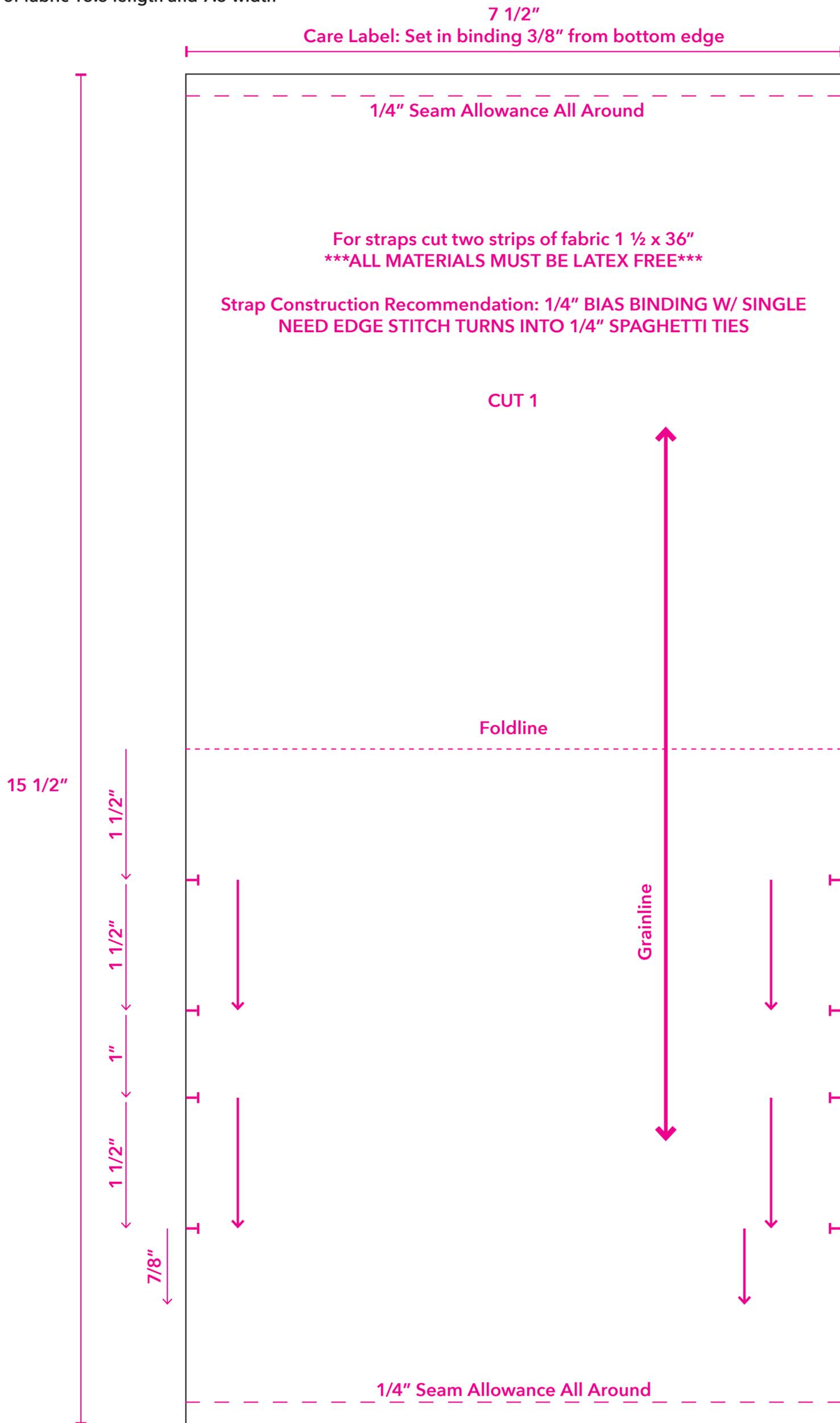
- + Polyester per factory standards

COATINGS/TREATMENTS

- + No coatings or treatments required at this time including antimicrobial coatings

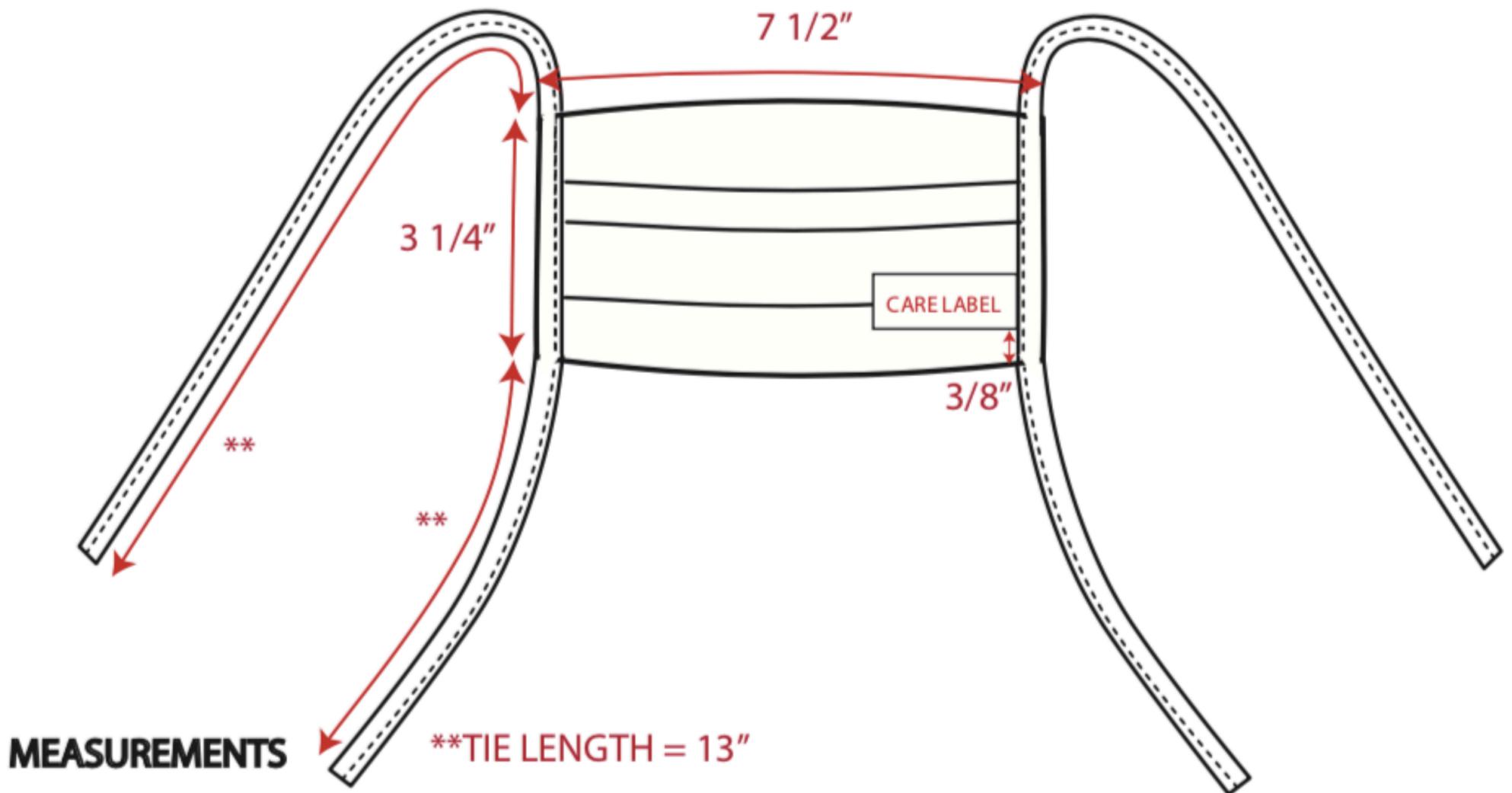
Small / Medium Mask

one piece of fabric 15.5 length and 7.5 width



Small / Medium Mask

one piece of fabric 15.5 length and 7.5 width



Finished Masks



Packaging / Packing / Labeling of Bags

- + Please confirm polybag and case pack instructions directly with the buyer.
- + Sticker (ASE255) to be applied to outside of each Polybag and to the carton with the following text:

For Reusable Masks

FACE MASK

NOT INTENDED FOR CLINICAL USE

MUST BE LAUNDERED BEFORE USE

Box Labeling Requirements

The following text must be visible on each box exterior. Select label option based on mask type.

For Reusable Masks

FACE MASK

NOT INTENDED FOR CLINICAL USE
MUST BE LAUNDERED BEFORE USE

Best Practices for Factories Producing Healthcare Supplies

This document outlines suggested good practices for placement of workstations, screening of volunteers/paid workers, (cleaning staff, technicians, seamstresses, administration) and facility cleaning to avoid exposure to COVID-19.

We hope you find this guidance helpful in operating safely during the COVID-19 pandemic.

As a starting point, please consult the interim, Cal/OSHA and CDC specific to COVID-19: <https://www.dir.ca.gov/dosh/coronavirus/Health-Care-General-Industry.html>. This document is not intended to replace or modify any legal or regulatory requirements applicable to you or your business.

Onboarding and Returning Workers

Health Screening for seamstresses, cleaners, and any staff member in the building:

Workers who meet the following conditions should not enter the work area:

In the LAST 2 weeks:

- Have been out of the country
- Have been exposed to anyone with COVID-19

In the LAST 72 hours (3 days):

- Have had a fever above 100.2
- Have had a sore throat with a headache, runny nose or severe muscle aches
- Have had diarrhea

Workers who meet the following conditions should exercise caution:

- Taking immune suppressants (long term steroids, antiviral drugs, chemotherapy, antineoplastic drugs)
- Are an organ transplant recipient

If a factory has one or more workers diagnosed with COVID-19, it is advised that the operation be shut down for a deep clean.

Spacing of Workstations

1. Placement of work stations should be **6 feet apart**.
2. Social distancing practices should be maintained in facilities just as they are outside of the facility. When working, eating, entering, or exiting the building; **6 feet of space should be maintained**.

Items at Work Stations

It is recommended that workers bring only essentials into the work environment (personal sanitary items, keys, cell phone, food, medication, etc.).

- Personal items should be kept in Ziploc bags.
- Cell phones should be placed in a Ziploc bag. Cell phones with touch screens can be activated through Ziploc. Keep it in the bag the entire shift and throw the bag away at end of shift.
- If someone has a flip phone, they are encouraged to open it up inside the bag. If they have to take out of Ziploc bag, step away from their work station.
- In a separate small quart Ziploc bag; place keys and other essential personal items.
- Lunch and snacks can be brought to work, but not stored or eaten at a work station.

Cleaning Practices

- **Workers Should Clean Their Hands Often.**
 - Workers should wash their hands often with soap and water for at least 20 seconds—especially after being in a public place, or after blowing their nose, coughing, or sneezing.
 - If soap and water are not readily available, workers should use a hand sanitizer that contains at least 60% alcohol. Cover surfaces of hands and rub together until dry.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
- **Start of shift:** each worker is responsible for wiping down workstation and work surface.
- **End of shift:** each worker is responsible for wiping down workstation and work surface.
- **At the end of each work day:** deep cleaning of the facility should occur with a complete wipe down of each and every station, all machine tables, all computer boards, table top phones, all door handles, all light switches, mopping of floors, extensive cleaning of bathrooms and break rooms.

An extensive list of cleaners proven to be effective against COVID-19 can be accessed using the following link to the EPA website:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>