Pleated Fabric Mask Instructions
Chequamegon Bay Mask Makers

Supply list for each mask:

• 1 piece of prewashed 100% cotton fabric 9” x 14”
• 2 pieces of 1/4” elastic, 13” long
• Twist-tie or floral wire for shaping over ridge of nose
• **Substitute for elastic:** Four 18” long, 1” wide strips of stretch T-shirt or jersey fabric or bias tape.

IMPORTANT! Sew all seams at ¼ inch

This mask has an opening in the top edge for adding a possible filter.
It will also fit over an N95 mask.

Filters: All statements below on filters should not be considered healthcare or safety advice. We are not qualified to make such statements. That said, our masks are designed with slots for filters that **in theory** could improve the viral filtration of the mask. We tried and rejected 3M Filtrete furnace filters.

It’s impossible to separate the Filtrete layer from the filter’s fiberglass core. We tried HEPA vacuum cleaner bags. The full bag is not breathable; the HEPA layer is very delicate and won’t stand up to mass production or washing. We continue to look for a universal solution, meanwhile please work with your institution for guidance and keep in mind a simple fabric mask is 51-71% effective on its own.

1. Place fabric right side facing down.
   Press a quarter inch hem on both 14” long sides.

2. Fold fabric in half, right side out.
   Press a hem on the two short edges and stitch with a zigzag stitch.
3. Mark three 1 1/4” pleats on both sides
• 3/4” from top and bottom
• Separated by about 3/4”, so pleats lay flat

Create a paper “ruler” with pleat measurements to quickly mark pleats.

4. Bring pleats together, fold down flat and pin.

5. Make pleats on both ends of mask, check that all pleats lie in same direction.

Insert and pin one 13” long elastic strip in top two corners, keeping elastic from twisting as it connects both corners. Repeat with elastic on bottom two corners.

Stitch 1/4” from both edges, over pleats, backstitching over ends. Make them durable!

Substitute for Elastic:

Use four 18” long, 1” wide strips of stretch T-Shirt, jersey fabric or bias tape.

7. • The receiving healthcare facility will wash all masks.
   • Place masks in a sealed plastic bag.
   • Place a label on the outside indicating:
     • Your contact phone #
     • The date of drop off
     • The number of masks
     • Your name
   • Take masks to a drop off location.
   • Pick Up/Drop off locations. (You may also pick up kits to make 12 masks at any of these locations)
     • **Ashland County Courthouse**: Located at 201 Main Street West. Please drop off between the hours of 8am-5pm on the first floor on the table located outside the Ashland Extension Office.
     • **City of Washburn**: Coco's, located at 146 Bayfield Street and leave items to the left of the front door under the building overhang.
     • **City of Bayfield**: Encore, located at 10 South Broad Street-please leave on the back covered porch.

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**Fabric Measurements** - For bulk fabric and elastic:

**Fabric**:
• 1 yard of fabric will make 12 pleated masks

**Elastic**:
• 26" of 1/4" wide elastic for each mask = 8 2/3 yards needed for 12 masks (But we are running out of elastic!)
• OR cut four 1" wide T shirt/stretch jersey for ties, 18" long