

ROTARY PROJECT SHIELD

Rotary's fast response effort to slow down the spread of the Coronavirus is to provide protective disposable face shields to the healthcare community



Rotary
District 5320



**SUPPORTING
AMERICA'S
HEALTH CARE
PROVIDERS**

ROTARY PROJECT SHIELD

Site and Assembly Instructions

Site Coordinators Contact List

Anaheim Hotel

1700 S. Harbor Blvd.
Anaheim, CA 92802
Site Coordinator: Ross Minion
ross@minionsales.com

Chinese Cultural Center

9 Truman
Irvine , CA 92620
Site Coordinator: Beth Fujishige
irvinerotarybeth@gmail.com

Fountain Valley Recreational Center

16400 Brookhurst Street
Fountain Valley, CA 92708
Site Coordinator: Marla McGee
marlam@socal.rr.com

PacMin Inc

2021 Raymer Ave
Fullerton, CA 92835
Site Coordinator: Monica Fernandez
monica@fullertonhearing.com

Dana Point Community Center

34052 Del Obispo St.
Dana Point, CA 92629
Site Coordinator: Lucinda Salinas
l.salinas@cwainvestors.com

(Saturday only)

Norma P. Murray Community Center

4932 Veterans Way
Mission Viejo, CA 92692
Site Coordinator: Robert Motoshige
robertrotary5320@gmail.com

Kurt Christy - Driver
Anaheim/Irvine/Fountain Valley

Ian Hicks - Driver
Dana Point, Mission Viejo & Others

Project Shield Lead
Dan Ouweleen (714) 742-6856

GiveSum Site Volunteer & Donation
Shawn Wehan (949) 275-6186

Additional Help/Questions
Susan Ouweleen (714) 725-9083

Marc Aarons – Rotary 5320 District Governor
Overall Project Shield (714) 470-3430

Ray Sanford – Correspondence assistance
raysanfordrotary@gmail.com

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WorkSite and Assembly Procedures

Volunteer Check In:

- All volunteers must sign in at the Check In Desk
- All volunteers must signed a release form online at www.givsum.com/opportunities/rotary-project-shield
- All volunteers must confirm they do not feel they have a temperature or other feel any illness
- All volunteers must wear protective face masks. Gloves are optional, however gloves and hands must be sanitized prior to starting
- All volunteers must sanitize equipment usage prior to passing it on to another volunteer for usage
- All volunteer areas must be sanitized and cleaned in between volunteer shifts
- All volunteers must have a minimum of 6 feet distance from one another and comply with COVID-19 Social Distance rules the entire time at the facility.

During Assembling Process

- Follow CDC protocols on posters provided regarding sanitizing procedures

Tear Down:

- All tables and chairs must be thoroughly wiped down at the end of the day
- After project is over we recommend quarantining tables and chairs for 48hrs

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Site and Assembly Instructions



Tables need to be set up a minimum of 6 feet apart to follow COVID-19 social distancing protocols.

Supplies Check Lists:

- Printed Check in Sheet & Waiver
- Templates for stations
- Staplers, Staples, Stapler remover
- Gloves
- Masks
- Gorilla Tape
- Packing Tape
- Sanitary wipes or sanitary spray
- Foam Headbands
- Shields
- Rolls of elastic bands
- Rotary Stickers (re-use for Gorilla tape)
- Reuse foam boxes to pack
- Water (Coordinator needs to secure)



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Site and Assembly Instructions

Key Volunteers Needed at each site locations

There are many needed volunteers needed for the assembly operation. Below are the list of roles that is needed to operate

- Main Site Coordinator
- Assistant Coordinator to help train & answer questions
- Check In Desk Volunteer
- Driver to pick up supplies and drop off supplies at end of day
- Set Up Volunteer
- Many assembly volunteers at each station
- Floater Volunteer to move materials from each station
- Trained** Quality Check Volunteer
- Packing Volunteer
- Clean Up Volunteer

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Site and Assembly Instructions

Tables set up should be aligned to the order indicated below for flow of materials from one table to the next for efficiency.

Step 1 - Set up table with cutting head bands with template to specified length

Step 2 – Set up table with template of aligning the face shield to add foam

Step 3 - Set up table to staple head band to shield

Step 4 – Set up table to add Rotary logo.

Step 5 – Set up table to cut black Gorilla tape in ½” sizes. Cut up tape to put on to re-using the Rotary Sticker that has already been peeled off.

Step 6 – Set up table to remove already cut gorilla tape to apply on both sides of the top edge stapled elastic band

Step 7 – Quality Check to ensure correct assembly

Step 8 – Accurately Count, Write Count on Box & Pack in boxes for delivery

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Site and Assembly Instructions

Step 1

Table with template to measure elastic band to cut to specified length on blue tape line



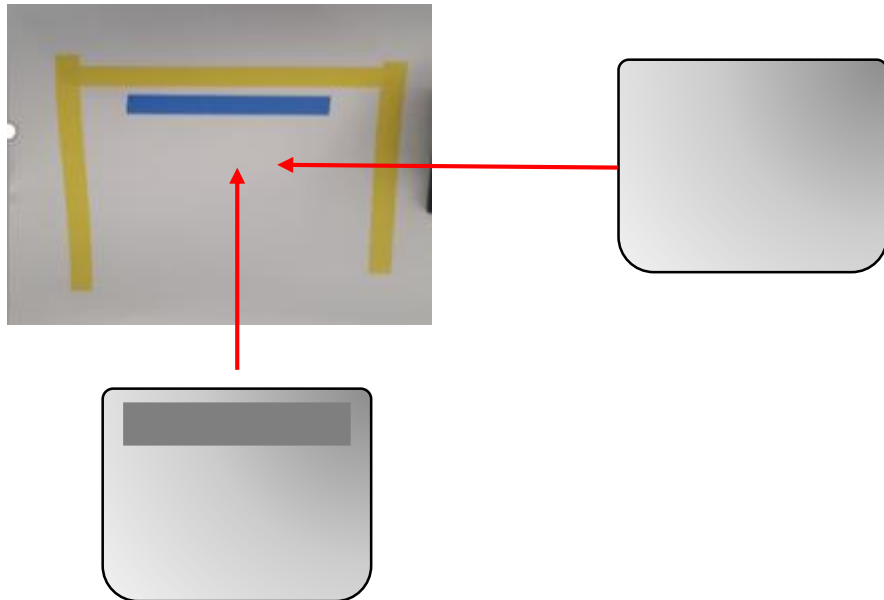
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Site and Assembly Instructions

Step 2 – Table with template of aligning the face shield to add foam

Yellow Tape outlines clear plastic Mylar shield. Place new piece of Mylar Shield inside yellow tape area, curve corners down (no yellow tape)

Blue Tape is for foam block foot print
Pinch sides of one end of foam block to release sticky protective film, peel film off. Carefully position foam block over blue tape and press foam onto Mylar



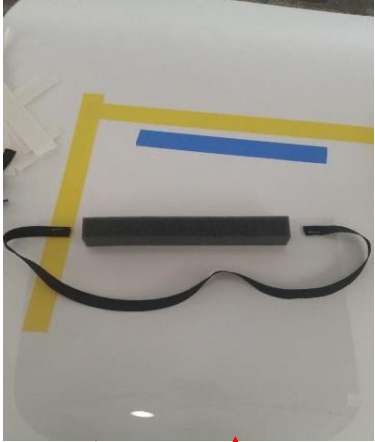
ROTARY PROJECT SHIELD

Site and Assembly Instructions

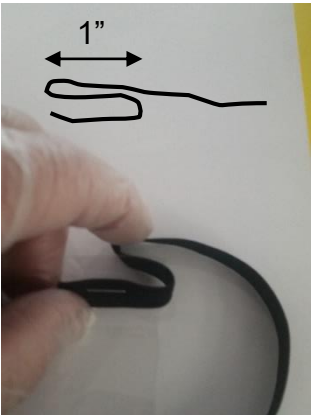
Step 3 - Table to staple head band to shield



- Align Mylar screen as shown
- Working from back of mask, lay elastic 1/2" from foam block, 1/2" below top edge of Mylar, make one staple from back of Mask to front of Mask

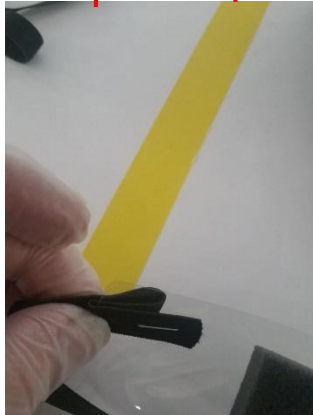


- **Finished product** should look like this
- Mask should be able to lay flat and have 6 staples total for both sides
- Remove stray staples and replace



NOTE

- Three staples total
- Elastic is 1/2" from foam
- Elastic is 1/2" from top of Mylar

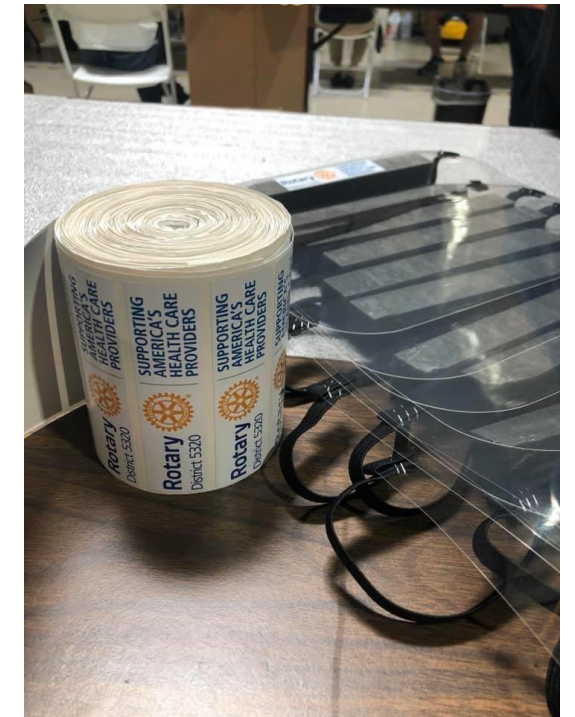


- Repeat elastic strap fastening to other side of Mylar screen.
- Mirror image this process from previous side
- Make certain strap lays flat, no twists

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Site and Assembly Instructions

Step 4 - Table to add Rotary logo on top front of Mylar Scen where grey foam



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Site and Assembly Instructions

Step 5 - Table to cut black Gorilla tape in ½” – 1” sizes. Cut up tape to put on to re-using the Rotary Sticker that has already been peeled off.



- Black Gorilla tape will be used to cover staples at front of Safety Mask
- Prep station by cutting strips of tape approximately ½” by 1”
- Re-use Rotary sticker roll that has already been peeled off to place cut up black Gorilla tape for place holding to pass to the next station



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Step 7 - Set up table to remove already cut gorilla tape to apply on both sides of the top edge stapled elastic band



Quality check before apply Gorilla tape to ensure the staples are correct (not too many staples, 3 on each side)

Apply 1 strip of tape over staples on front of mask and back of mask on top of the black elastic.

Apply firm pressure assuring tape is properly adhering to covering staples and will not come off easily



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Step 6 – Final Quality Check prior to packing

Quality Check Must Be Followed

Quality Control is essential to the whole process. Ensure that the shields have been checked on the following items before packaging

- ✓ Check that there is black Gorilla Tape on both sides on front and back
- ✓ Check that tape is firmly on
- ✓ Check that staples are covered, tight and properly placed
- ✓ Elastic strap is loose (Safety Shield lays flat) & elastic straps untwisted
- ✓ Check Rotary Label is straight and centered
- ✓ Foam block is straight and centered

Please return the shield back to one of the stations should there be any quality issues



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Step 7 – Packing Shields for Pick Up

Packing Finished Face Shields for Pick Up

Packaging needs to be carefully organized

- ❖ Re-use empty Foam Block boxes & Use same sized boxes with same quantities for consistency if possible.
- ❖ Accurately count each face shield and write the total quantities even numbers rounded to the nearest ten, like 200.
- ❖ Mark the outside of each box with the **total count & your location** on the side of the box
- ❖ Place all Masks lay flat and are fully supported by foam blocks in sets of 10 for consistency and easier to count
- ❖ Use White thin foam to place over each 10 units to protect the face shields



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Step 8 – End of Day Check List

Wrap Up End of Day Check List

- **Plan ahead** and determine if your site needs everything pick up before site closes or can it be left for the next day so that a driver can be scheduled ahead of time
- Label any packed face shields that are not completed with quantity, location & what is missing, example... “ 200, Anaheim - Need black tape”
- Pick up, clean up & sanitized each station
- Organized all unused materials in the proper boxes and label them

Take a count of unused left over materials for the next day, place the # count below:

_____# Foam Strips

_____# Rolls of elastics or strips

_____# Shields

_____# Masks

_____# Gloves

_____# Snacks

_____# Other