



Mask Procedures for Taxis (version 04.14.2020)

Effective Friday, April 10, SFMTA is providing surgical masks to Color Schemes for distribution to drivers. Supplies are limited; guidance for extended use of masks is also provided in this bulletin.

- Drivers are encouraged to wear masks when in close proximity with other individuals.
- **Drivers are encouraged to keep and use their masks for as many days as possible**, as long as the masks are clean. This will help maintain an already limited supply.
- Individuals may need to remove their masks at times (e.g., to eat, take medication).

At this time, per San Francisco Department of Health (DPH) guidelines, N95 respirators are only recommended for use by health care workers providing direct patient care.

Below are instructions on how to store and reuse your mask.

Thank you for everything you are doing to keep the City moving and support public health!

Surgical Mask Instructions

Never share masks or handle someone else's mask.

Distribution of masks

1. Color Schemes will receive masks and a bag for storage for their drivers. Supplies are limited, and SFMTA will provide masks to the extent possible.
2. Each driver should receive a bag and a mask that they keep and use as long as the mask is clean. Then the driver may request a new mask/bag.

Putting on your mask

2. Thoroughly wash your hands before putting on your mask. If hand washing is not available, you may use hand sanitizer.
3. Remove your mask from its storage bag.
4. Locate the top of your mask.
5. Locate the outside of your mask- it is the side with pleats that fold down away from the bendable strip on one side of the mask. The elastic straps also come out from the outside side of the mask.



6. Unfold the pleats. Hold your mask near center of the top edge (bendable strip), and near the center of the bottom edge. Gently pull the two edges away from each other, which will cause the pleats to unfold.
7. Place the inside of the mask against your face, with the top of the mask (bendable strip) over the bridge of your nose (just below your eyes), and the bottom of the mask under your chin.
8. Place the elastic straps over your ears.
9. Bend the bendable strip so that it forms to your nose and face in this area, to maximize the seal.
10. Thoroughly wash your hands after putting on your mask.

Wearing your mask

11. Breathe normally - the masks are designed to cause minimal resistance to breathing.
12. If you feel that you are unable to breathe normally, remove the mask. Notify your color scheme manager.
13. Adjust your mask as needed for comfort. Thoroughly wash your hands before and after adjusting or touching your mask.
14. Ensure that the mask is not blocking your field of vision in any way.

Removing your mask

15. Thoroughly wash your hands before removing your mask.
16. Remove the elastic straps from behind your ears.
17. Place the mask in your storage bag.
18. Thoroughly wash your hands after removing your mask.

Storing your mask

19. Place your storage bag containing your mask in a safe dry place.
20. Do not allow the bag or mask to get deformed during storage and transportation- do not place any objects on top of it, do not fold it up or stow it in a way that will crush either the bag or mask.
21. Replace the bag daily if possible.
22. Wash your hands thoroughly before and after handling your storage bag as a precaution.

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Reviewed by SFMTA MTA DOC Safety Officer