

AFTER HOURS SHIPPING AND DROP-OFF INSTRUCTIONS

COVID-19 RESPONSE

FOR THOSE SHIPPING ON FRIDAY FOR SATURDAY DELIVERY

1. Shipping must be by FedEx. OLS does not get regular weekend deliveries and cannot pickup UPS or USPS on Saturday.
2. Shipper must specify Saturday delivery.
3. Shipper must provide OLS with tracking number so that Saturday pickup can be arranged.

PLEASE NOTE: OLS cannot receive FedEx, UPS, or USPS on Sunday.

FOR THOSE DROPPING OFF AFTER HOURS

1. OLS has a small building near the back employee parking lot that contains a refrigerator for specimen drop off after hours and on weekends.
2. Courier should pull up to the employee parking lot entrance to the rear of the building (on the river end at the intersection of E Street and 11th Avenue) and call DHHR Security at **304-558-7911**.
3. Courier must identify what agency they are with and that they need to drop off specimens for testing.
4. DHHR Security will unlock the small building and courier can enter. You may need to slightly push in the door before pulling open.
5. Specimens should be placed in the refrigerator just inside the building.
6. Be sure the refrigerator door is closed before leaving.
7. When exiting the building, be sure the outer door is securely closed.