

When you come to BASES for drug testing we have some new guidelines to maintain a safe environment for staff and clients. Most important is that if you are showing symptoms ([fever of 100.4 or higher, cough, and/or shortness of breath](#)) or should be self-quarantined to not come in. Please notice the parking located on the right side of the building.



Drug Testers are to park in one of the three designated parking spots beside the BASES building. Drug testers will be entering through the side door. We have no other clients coming on-site as all services are being done by telehealth. If all three parking spots are full the building is at capacity. We ask you to please wait in the parking lot across the street until a spot opens up. Do not come in the building until you have parked in one of the three designated parking spots. **YOU WILL NEED TO WEAR A MASK WHEN ENTERING THE BUILDING. PLEASE BRING YOUR OWN.** If you don't have one, we will make one available to you. All staff interacting with drug testing clients will also be wearing a mask. Please only bring in your picture ID and payment method. If you can leave all other personal items including jackets in your vehicle, it will make things go smoother.



Remember to enter through the side door pictured below and not the front.

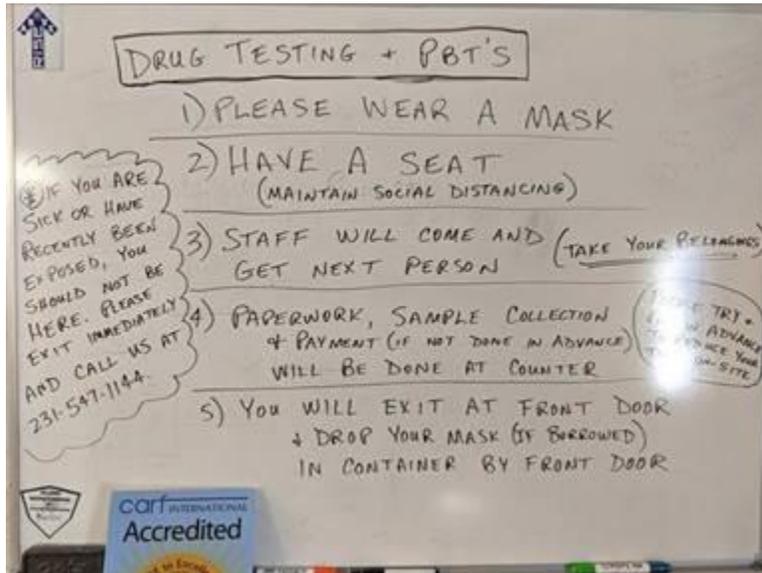


When you enter this door, please read the directions on the white board and then take a seat on one of the three chairs. No other people are to enter the building with you.



- 1) Wear a mask (make sure to bring your own mask. If you do not have one we have cloth masks that we wash after each use.)
  - 2) Maintain a six foot spacing at all times whenever possible.
  - 3) Wait in the “waiting room” until staff come and get you.
  - 4) We will be working with only one person at a time.
- 5) Please do your best to pay before coming in the building or plan on paying for multiple tests to limit your time in the building.

- 6) When finished, you will exit through the front door that will be locked to prevent people from entering the building.



We have three seats in the “waiting room” – one for each parking spot. If you try and enter the room and all three chairs are filled, please wait outside until you see someone exit the building from the front door (some may not have a car in the parking lot).



When staff bring in the next person in order of your arrival, you will be instructed of the paperwork and collection protocols. It’s hard to see but we have installed a sneeze guard over the black table where paperwork and samples will be processed with a six-inch window at the bottom to hand paperwork and sample cups to the staff person. All drug tests will be observed for body to bottle collection when possible for all male clients. We do not have a way to do observed collections for females while maintaining social distancing. Our usual procedures for not taking bags or coats into the bathroom along with emptying of pockets will continue with all drug testing clients.



When finished with all paperwork and you have observed the collection cup being properly labeled and packaged for transport, you will exit through the front door. If you needed to borrow a mask make sure you drop it in the bag next to the door before you leave so we can wash them for future use.



Please help us limit your time in the building by paying in advance with a credit or debit card and paying several tests in advance. Any unused tests will be refunded when you have completed your testing requirements. If you have questions, please call our office at 231-547-1144. We are open for testing Monday through Thursday from 10:00 am to 5:45 pm. No one will be allowed into the building after 5:45 pm as we close at 6:00 pm. Friday test times will be from 10:00 am through 4:45 pm as we close at 5:00 pm. Please do not plan on showing up in the last half hour of the day believing that you will be able to test. Plan ahead and plan for the unexpected. Weekend and after hours testing can be arranged in advance for an additional \$20 but these must be pre-arranged with specifically scheduled appointment times.

Scott Kelly - BASES Executive Director - 231-547-1144