

## Temporary Instructions For Weekend Ob/Gyn Lab Services (Bring these instructions with you)

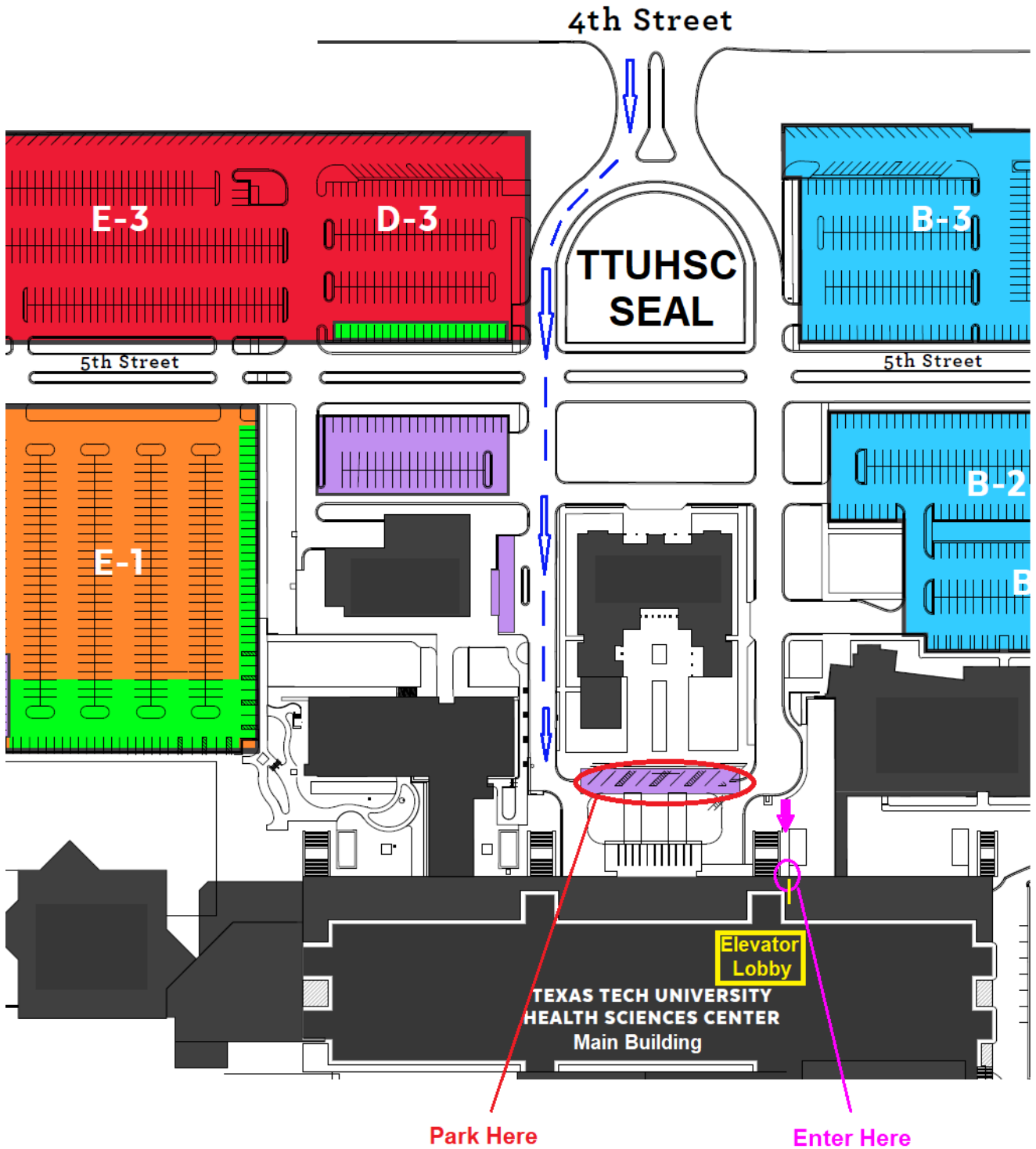
Because of COVID virus restrictions, we have had to initiate the following procedures for dropping a semen sample off at the Ob/Gyn lab on the weekends. We are only accepting drop-off samples at this time. **Also, please note all visitors are required to wear a face-mask to gain entrance into the building at this time. If you are running a fever on the day of your appointment, please call the clinic and cancel the procedure.** We apologize for the inconvenience as we try to help you with your fertility treatment and maintain the Lab within the rules set by our institution. Our security department has asked only one person to enter the building to drop off the specimen.

1. Enter the Texas Tech University Complex off of 4<sup>th</sup> Street at the entrance next to the big round TTU SEAL (pictured below for point of reference -- located approximately halfway between the traffic lights at 4<sup>th</sup> and Tech Parkway, and 4<sup>th</sup> and Indiana) and park in the area indicated by the red circle on the map on the back page.
2. Walk to the main building door just to the left of the outside staircase and enter the outer door (circled on map). On the wall on the lefthand side is an intercom to talk with TTU police. Press the button, When they ask why you are here, please provide your name at that you are meeting someone from the Ob/Gyn Lab (your name will be on a list provided to them). Please note, they will not let you in if you are not wearing a mask.
3. Walk forward until you see the elevator lobby on your right (approximately 50 ft). This is where we will meet you. **TTUHSC respectfully asks you to go no further into the building without an escort.** If someone from the lab is not waiting on you at the elevators, please allow us up to 15 minutes past your appointment time to arrive as we may be taking other specimens to the clinic.
4. When we meet you, we will identify ourselves as being from the Ob/Gyn Lab and take your temperature. We will then give you a lab label with your name and other identification on it to place on the cup and ask you to fill out a chain of custody form. Verify your name on both the label for the cup and the chain of custody form prior to handing both to the lab staff.
5. We will escort you back to the main entrance before returning to the lab to process the sample.



**TTUHSC Seal at Main Entrance**

**WEEKEND INSTRUCTIONS ONLY**



**WEEKEND INSTRUCTIONS ONLY**