**Key Collection Procedure - COVID-19**

Dear contractor,

This document is designed to minimise the risk of infection during key collection in the ongoing pandemic of the COVID-19 disease. Please read the information below carefully to help protect you, our staff and our clients.

IF you are required to collect keys before attending a property then please follow these steps:

* Ensure that you have read the accompanying document - ‘*How to Minimise Infection Risks*’
* When collecting keys from *[insert location of keys - ideally set up a process whereby keys can be collected and returned without the need for physical interaction]*, please follow these steps:
  + A picture containing room, clock

    Description automatically generatedCollect the keys quickly to avoid cross-contamination
  + Wash your hands before and after handling the keys
  + Wash the keys before returning them

If you have any questions, please call us on *[insert agency phone number].*

Kind Regards,

*[INSERT YOUR SIGNATURE HERE]*