

## Flude : COVID-19 Key Release Policy



**Due to the on-going spread of COVID-19, we feel that it is important to put preventative measures in place to protect staff and external individuals who are visiting the office to borrow/collect keys.**

**By arranging to collect keys, you confirm that:**

- **You have not experienced any symptoms of COVID-19 in the last 14 days.**
- **You have not knowingly been in contact with someone with COVID-19 in the last 14 days.**
- **You have not travelled outside the UK in the last 14 days.**
- **You accept to abide by all measures in place.**
- **You accept that neither Flude nor their client hold any responsibility for any matters concerning COVID-19.**

**Please ensure you sanitise your hands immediately before collecting keys. Hand sanitiser is available in dispensers outside the entrance to our office and on our reception desk.**

- **A Flude member of staff will put the keys on the reception desk for you to collect, together with our standard key release form, which you will sign.**
- **Please do not cross the taped line on the floor in front of reception at any time.**