Paper protocol.

- 1. Newly printed
- 2. Newly copied
- 3. Put into new envelopes by 1 person who has washed/sanitised hands and is wearing disposable gloves.
- 4. Posted through letterbox by person wearing disposable gloves
- 5. Envelope and contents for the use of recipient only and not to be passed on
- 6. Envelope and contents to be thrown away when finished with.