附件2：

**来访人员登记表**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 单位名称： | | xxx公司 | | 日期： | 20xx年5月20日 | |  | 今日访客 | | 异常访客 | |
|  | 3 | | 1 | |
| **序号** | **访客姓名** | **时间** | **联系方式** | **来访原因** | **接待人员** | **访客身份证号** | **体温** | **行程码** | **健康码** | **离开时间** | **备注** |
| 1 | 姓名1 | 9:10 | 12312341234 | xxxxxxxx | 人员1 | 500999999999999999 | 正常 | 正常 | 正常 | 11:30 |  |
| 2 | 姓名2 | 10:10 | 12312341235 | xxxxxxxx | 人员2 | 500999999999999999 | 异常 | 正常 | 正常 | 12:30 |  |
| 3 | 姓名3 | 11:10 | 12312341236 | xxxxxxxx | 人员3 | 500999999999999999 | 正常 | 正常 | 正常 | 13:30 |  |
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