附件1

**员工假期外出登记表**

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| --- | --- | --- | --- | --- | --- | --- |
| **部门** | **姓名** | **外出时间** | **去向地** | **途径地** | **返回时间** | **备注** |
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附件2

**值班员工健康情况登记表**

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| **值班日期** | **姓名** | **体温测量（上午）** | **体温测量（下午）** | **测量人** | **是否有其他症状** | **备注** |
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**其他症状包括：流涕、鼻塞、咽痛、咳嗽、头痛、肌痛、乏力、呕吐、腹泻**

**附件:3：在校学生健康情况登记表**

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| **日期** | **姓名** | **所在宿舍** | **体温测量（上午）** | **体温测量（下午）** | **是否有其他症状** | **测量人** | **备注** |
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**其他症状包括：流涕、鼻塞、咽痛、咳嗽、头痛、肌痛、乏力、呕吐、腹泻**

**附件4：返校学生登记表**

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| **班级** | **宿舍** | **姓名** | **返校时间** | **从何地返校** | **途径地区** | **返校时体温** | **是否有其他症状** | **备注** |
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**其他症状包括：流涕、鼻塞、咽痛、咳嗽、头痛、肌痛、乏力、呕吐、腹泻**

说明：学生返校签到时填写此表，返校后的测温登记在附件3上。