# Attendance Register Template

Prepared by

**Author name**  
*Position*Division

XX Month 2018

### [Facility] Register of attendees

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Arrival time | Departure time | Full name | Phone | Email address | Role | In the previous 14 days, have you:   * Had any COVID-19 symptoms? * Been in contact with any confirmed/suspected COVID-19 case? * Travelled internationally? | Downloaded and using COVIDSafe app? |
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