**Appendix 2.2 – Visitor Sign-in**

By signing this log you are acknowledging that you have read, understood and will abide by the visitor health and safety responsibilities

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| --- | --- | --- | --- | --- |
| **DATE** | **PRINT NAME** | **PERSON VISITING** | **TIME IN** | **TIME OUT** |
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This form must be taken by the receptionist during an evacuation to ensure all visitors have been evacuated and are accounted for.