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| **工作日報表** | | | | |
| **申請日期**\***：** | | | | |
| **申請人**\* | |  | **部門**\* |  |
| **體溫**\* | | 今日體溫 度 (額溫超過37.5度、耳溫超過38度，請務必就醫並通知主管) | | |
| **項次** | **本日工作事項\*** | | **完成度\*** | **備註** |
|  |  | |  |  |
| **次一工作日預計工作事項：** | | | | |
| **主管回覆：** | | | | |