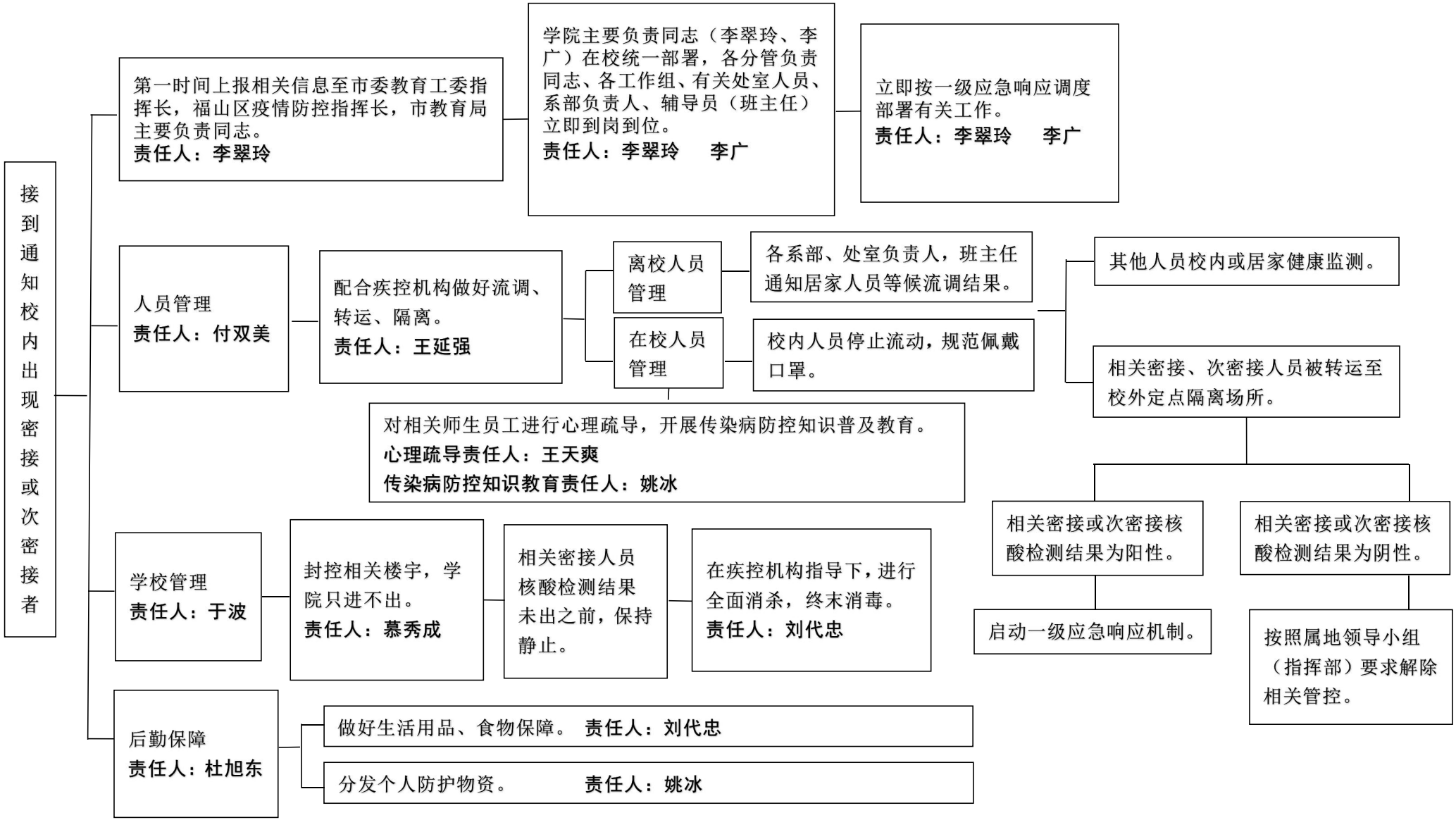烟台汽车工程职业学院校内出现密接、次密接应急处置流程图