**\*\*Template PRESS RELEASE for Communities/Organizations Who Are REPORTING POSITIVE COVID-19 DIAGNOSES \*\***

**\*\*Please Tailor as Needed and Distribute on Community/Organization Letterhead\*\***

**FOR IMMEDIATE RELEASE**

**CONTACT: [INSERT NAME AND PHONE NUMBER]**

# A Statement from [INSERT ORGANIZATION NAME]

[insert day, month, year] [insert location] -- A case of COVID-19, the illness resulting from the novel coronavirus, has been diagnosed in a [resident/client/staff member] of [insert community/organization name].

“The [resident/client/staff member] is in [what: quarantine at home/in the hospital]. We have notified public health officials as required and are following procedures recommended by the Centers for Disease Control & Prevention,” said [insert name and title]. “We are taking every step as recommended by authorities to contain the spread. We want to make residents, their families, our dedicated staff, and our community aware of this situation and reassure everyone that we are on top of the situation.”

At this time, our focus is on ensuring the safety and well-being of our [residents/clients/staff members] and we are following proper infection control and emergency preparedness to ensure their safety and well-being. We are communicating all updates to our [residents/clients/staff members] and employees through a multitude of internal communication channels. We will be providing on-going updates via our webpage and social media channels for families, media, and the greater community.

We continue to offer every assurance to our members, members’ families and employees that [insert community/organization name] will be following all recommendations and will act in the best interests of our entire community.

**[Insert community/organization boiler plate]**