**\*\*Template PRESS RELEASE for Communities/Organizations Who Are TESTING FOR COVID-19 \*\***

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

**FOR IMMEDIATE RELEASE**

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

# A Statement from [INSERT COMMUNITY/ORGANIZATION NAME]

[insert day, month, year] [insert location] -- A [resident/client/staff member] has been tested for COVID-19 of [insert organization].

On [Insert date], a [resident/client/staff member ‑ NO NAME.] reported precisely these symptoms, and the individual is presently being tested for COVID-19. As a preventive measure, we have already asked this individual to self-quarantine at home, and we are working closely with the [local Department of Health] to track and results and identify any other people with whom this [resident/client/staff member ‑ NO NAME] may have had close contact.

While we strive for transparency in everything we do, please know that we are bound by federal guidelines under the Health Insurance Portability and Accountability Act (HIPAA), which protect the privacy of our residents, who may not want their condition known. Our medical director follows all established federal laws in notifying families of any change in the medical condition of their loved ones. Our residents are our first priority.

If this [resident/client/staff member ‑ NO NAME] is confirmed to have a case of COVID-19, we will follow all CDC and [local Department of Health] instructions for additional testing, localized quarantine of other community members, and a thorough sanitation of all public areas.

Thank you, to all our community members, for your dedication, hard work, and commitment, today and every day. Together, we can ensure that [insert your community/organization name] has the best chance to stay ahead of the coronavirus.

We thank you for your cooperation and compliance with basic preventative measures we can all practice, such as good hand hygiene, social distancing and staying home when sick. Together, we can help everyone we care for healthy and well.

If you have questions or concerns, please reach out to [insert name] at [insert phone number] or [insert email address].

**[Insert organization boiler plate]**