

INSERT ORGANIZATION'S LOGO HERE

[Insert Organization Name] Statement on COVID-19 Diagnosis

Contact: [insert name]

[insert email] [insert phone number]

[insert day, month, year] [insert location] -- A case of COVID-19, the illness resulting from the novel coronavirus, has been diagnosed in a **[insert: resident/employee/etc]** of **[insert organization]**.

"The **[resident/client we serve/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."

About [insert organization name]: A **[insert care setting/provider type here]** serving the community of **[insert locale/town/region]** since **[insert date]**, **[insert organization name]** employs **[insert number of staffers]** caring for a community of **[insert number]** of residents. **[add mission]**. For more information, visit **[insert website]**.