**\*\*Template PRESS RELEASE for Communities Who Are REPORTING COVID-19 DEATHS\*\***

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

**URGENT MEMORANDUM**

**DATE**: [**Date of Issuance**]

**TO**: All **[Insert: Your Community Name**] Community Members and Visitors

**FROM**: [**Insert: Authorized Administrator/ Leadership Representative**]

**RE**: COVID-19 Testing In Our Community – What It Means for You

Dear [Insert: Your Community/Organization Name] Residents/Clients, Families, Staff and Community Members,

[INSERT FOLLOWING INFORMATION IF APPROPRIATE] Pending approval for the release of information out of respect for loved ones, we report the following at this time:

[INSERT FOLLOWING INFORMATION IF APPROPRIATE] Pending approval for the release of information out of respect for loved ones, we report the following at this time:

• Female, [insert age] of [insert organization], deceased [insert date], received COVID-19

 diagnosis [insert date]

• Female, [insert age] of [insert organization], deceased [insert date]

• Male, [insert age] of [insert organization]deceased [insert date], passed away in

 [insert hospital or location as appropriate].

All three [residents/clients] had underlying medical conditions, two receiving comfort support at the time of diagnosis.

There are currently [insert number] residents/clients in the [insert building] who have tested positive for the virus: [insert details about positive cases as appropriate] To date, positive diagnoses have been reported in [insert building names/campus names].

[Insert quote from CEO/spokesperson]

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.

At this time, [insert community/organization name] focus is on ensuring the safety and well-being of our [residents/clients/staff members] and we are following protocols identified by CMS and CDC to ensure their safety and well-being. We are communicating all updates to our [residents/clients/staff members] 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 that [insert community/organization name] will be following all recommendations and will act in the best interests of our entire community.

**[Insert boiler plate]**