**Media Release**

# [INSERT ORGANIZATION NAME AND ADDRESS]

**FOR IMMEDIATE RELEASE**

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

# A Statement from [INSERT ORGANIZATION NAME]

[LOCATION] [DATE] – As [organization name] works to combat the spread of COVID-19 [on our campus/in our building], we report the deaths of [number] residents/clients in connection with this disease over the past 48 hours.

[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/Male], [numerical age] of [organization name], deceased [DATE], received COVID-19 diagnosis [DATE]

• [REPEAT ABOVE FORMAT IF NEEDED]

All of the above [residents/clients] had underlying medical conditions.

The [number of individuals deceased] members were residents of [organization name], where COVID-19 was first detected on [DATE].

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

[quote from CEO/spokesperson]

At this time, [name’s] focus is on ensuring the safety and well-being of our residents/clients and employees 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 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 [organization name] will be following all recommendations and will act in the best interests of our entire community.

**[organization’s boiler plate]**