SAMPLE COVID-19 ANNOUNCEMENT

[NAME OF HEALTH CENTER] today confirmed the first case of 2019 novel coronavirus disease (COVID-2019) in a employee. Testing confirmed this diagnosis. This individual is in good condition and is isolated to prevent spread of infection to others. We are hopeful this individual will have a rapid and full recovery.

After developing symptoms, the individual took the appropriate action and stayed home. [NAME OF HEALTH CENTER] will handle each case with the utmost respect to privacy, while also informing potentially affected staff and taking swift measures to mitigate spread of the virus. Please understand that out of respect for individual privacy, there are details about this case (or others moving forward) that we will not be able to share.

[NAME OF HEALTH CENTER] is considering and taking all necessary actions to further protect the health and safety of our workforce. The health and safety of our workforce and patients are top priorities. As the front line responders to the COVID-19 response, we want to make sure each one of them, along with our patients are kept safe at all times. They are asked to do demanding jobs, in demanding circumstances and our goal is to make sure that everyone gets homes to their families and communities safe and healthy.

OPTIONAL LANGUAGE IF HEALTH CENTER MUST CLOSE

As such, [NAME OF HEALTH CENTER] will be closing all of its facilities [date and time] and will remain closed until [date and time] due to exposure to COVID-19. We will keep patients and the community informed as we learn more.