

**SAMPLE PRESS RELEASE REGARDING BANK CORONAVIRUS PREPAREDNESS**

**DATE**  
**BANK OF SOMEWHERE**  
**ADDRESS**

**[INSERT BANK LOGO HERE]**

**CUSTOMER NAME**  
**ADDRESS**

RE: **BANK OF SOMEWHERE** Coronavirus Preparedness

Dear **CONSUMER'S NAME**:

While we're in unprecedented times, our customers can rest assured that their money will remain safe and accessible even in the midst of the coronavirus outbreak in this country.

Since 2007, when the H5N1 virus – or avian flu – spread throughout the globe, federal banking regulators have directed financial institutions to include pandemic planning as part of their overall business continuity plans. Specifically, our plan provides for a preventive program, a documented strategy scaled to the stages of a pandemic outbreak, a comprehensive framework to ensure the continuance of critical operations, a testing program, and an oversight program to ensure the plan is reviewed and updated.

**Insert any additional bank-specific information here. This could include how the bank is handling staffing shortages; increased reliance on online/mobile banking, ATMs, and telephone banking; conducting operations from alternative sites; full or partial branch closings; and customer protection strategies, such as additional cleaning protocols and making hand sanitizer available.**

Although coronavirus cases in our area are so far limited, we continue to monitor information from the Centers for Disease Control (CDC) and are reinforcing best health practices in offices and branches.

Sincerely,

**NAME**  
**TITLE**  
**BANK OF SOMEWHERE**

