COVID-19 "Coronavirus" Claim Preparation Checklist

PROJECT INFORMATION	
Property/Location:	
Site Leader/Management:	
Time/Date (Approx.) Property Shutdown:	
Time/Date (Approx.) Property Reopened:	

NOTICES

- ☐ Track and compile relevant Notices, Declarations of Emergency, State or City instructions regarding Coronavirus.
- ☐ Track and compile relevant Notices from Owners/Clients/Workers/Employees.
- ☐ Track and compile all notices regarding leader property closures or large-scale area event cancellations.
- ☐ Details of ANY customer/employee or personnel onsite who may have or were found to be infected with the virus.

BUSINESS INCOME LOSSES

- ☐ Track specific details of all specific cancellations/lost contracts including the reason (coronavirus? Travel ban? Ban on group meetings?)
- ☐ Does a shutdown of production and failure to produce specific levels for a customer have any penalties? Are these penalties being waived by the customer? Document all contracts and when penalties are incurred.
- ☐ Accumulate details of all credits and returned deposits
- ☐ Track weekly/monthly revenue. Compare to historical revenue to determine the lost income. Were there any additional changes in 2019 and early 2020 to the business?
- ☐ Employee Payroll – Are you paying employees as "normal" even with reduced hours or customers? Have you laid off any hourly employees? Please note when any changes are made.

PROPERTY DAMAGE

- ☐ Track all cleaning costs above normal
- ☐ Accumulate details regarding any food spoilage or donated food in anticipation of spoilage as a result of reduced customers or closures.

EXTRA EXPENSE

- ☐ Identify Extra Expenses - costs above normal related to the event. Any cost or expense incurred, that would not have been incurred "**but for**" the event, should be tracked.

This is not meant to be an exhaustive list.
For a more detailed analysis please contact Procor Solutions + Consulting at (800) 871-5832.