# COVID-19 “Coronavirus” Claim Preparation Checklist

## PROJECT INFORMATION

<table>
<thead>
<tr>
<th>Property/Location:</th>
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<tbody>
<tr>
<td>Site Leader/Management:</td>
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<tr>
<td>Time/Date (Approx.) Property Shutdown:</td>
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<tr>
<td>Time/Date (Approx.) Property Reopened:</td>
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## 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.