

COVID-19 “Coronavirus” Loss Documentation Checklist

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

NOTICES	
<input type="checkbox"/>	Track and compile relevant Notices, Declarations of Emergency, State or City instructions
<input type="checkbox"/>	Track and compile relevant Notices from Owner/Client/Workers/Employees
<input type="checkbox"/>	Track and compile all notices regarding leader property closures or large-scale area event cancellations
<input type="checkbox"/>	All operational expenses incurred due to COVID-19 should be charged to a separate general ledger account
<input type="checkbox"/>	Details of ANY customer/employee or personnel onsite who may have or were found to be infected with the virus (potential physical damage trigger)

BUSINESS INCOME LOSSES	
<input type="checkbox"/>	Track specific details of all specific cancellations/lost contracts/lost customers including the reason (coronavirus? Travel ban? Ban on group meetings?)
<input type="checkbox"/>	Prepare a timeline of business impacts by date including the following: <ul style="list-style-type: none"> • Operational impacts with key milestones • Impact to suppliers including supplier name, location, dates of impact • Impact to customers including customer name, location, dates of impact
<input type="checkbox"/>	Document both historical and actual operating statistics during the loss period. (e.g. sales price/rate data, production statistics, raw material usage and costs, number of customers and orders, number of hours worked and scope of the work, etc.)
<input type="checkbox"/>	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.
<input type="checkbox"/>	Accumulate details of all credits and returned deposits
<input type="checkbox"/>	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?
<input type="checkbox"/>	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. <ul style="list-style-type: none"> • Capture overtime, non-productive time, furlough, inefficient work, furlough, preventative measures, etc.
<input type="checkbox"/>	Document a brief explanation of how revenue is generated and list all possible revenue streams.

<input type="checkbox"/>	Gather all financial records as follows: <ul style="list-style-type: none">• Actual monthly profit and loss statements for at least 24 months prior to the loss through the present time for all impacted months• Budgeted monthly profit and loss statements for at least 24 months prior to the loss through the present time for all impacted months• Actual monthly production volumes by product for at least 24 months prior to the loss.• Budgeted monthly production volumes by product for at least 24 months prior to the loss.• Monthly rent rolls for at least 24 months prior to the loss and each future month as available.• Daily sales / production / occupancy records for at least 24 months prior to the loss and each future month as available.• Copies of tax returns for 2017 & 2018.• Copies of contracts with key customers.
PROPERTY DAMAGE	
<input type="checkbox"/>	Track all site cleaning costs above normal
<input type="checkbox"/>	Accumulate details regarding any food spoilage or donated food in anticipation of spoilage as a result of reduced customers or closures. <ul style="list-style-type: none">• Should include item description, quantity, date purchased, purchase cost, and date discarded.
EXTRA EXPENSE	
<input type="checkbox"/>	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
ProcCor Solutions + Consulting
(800) 871-5832.**