

CONTACT

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COVID-19 BUSINESS RECOVERY CHECKLIST

FOLLOW THIS CHECKLIST TO HELP YOU GET A HEAD START ON KEEPING THOROUGH RECORDS OF COVID-19'S EFFECT ON YOUR ORGANIZATION TO PREPARE FOR FILING A BUSINESS INTERRUPTION CLAIM.



- EXAMINE ALL ASPECTS OF YOUR OPERATIONS TO IDENTIFY POTENTIAL AREAS OF IMPACT
- TRACK TIME SPENT MANAGING ISSUES RELATED TO THE CRISIS
- KEEP DETAILED RECORDS OF DIRECT COSTS ASSOCIATED WITH ANY AFFECTED BUSINESS PROCESS
- SEGREGATE UNUSUAL OR POTENTIALLY CLAIM-RELATED COSTS FROM NORMAL OPERATING EXPENSES
- MAINTAIN CUSTOMER AND VENDOR CORRESPONDENCE REGARDING CANCELLED ORDERS AND SALES
- KEEP UP WITH YOUR PRE-CRISIS PROJECTIONS, FORECASTS, BUDGETS, MEETING NOTES, ETC. THAT DETAIL EXPECTED OPERATIONS
- RETAIN SUPPORT FOR ANY ORDERS ISSUED BY LOCAL, STATE OR FEDERAL AGENCIES LIMITING ACCESS TO FACILITIES
- REVIEW ALL INSURANCE POLICY COVERAGES TO SEE IF THERE ARE FORESEEABLE IMPACTS TO THE INSURANCE COMPANY