



# WELLNESS KIT GUIDE

## A Quick Message From Our CEO:

*In this time of change, we want you to know we are here for support, friendship and/or guidance. The impacts of COVID-19 on communities, and the entire world has been profound - something nobody anticipated or ever thought possible.*

*Like all of you, we recognize the severity of this situation, and we are dedicated to helping you in any way we can. We will continue to provide updates and inspiration so that you are informed and empowered.*

*We are genuinely concerned about your business and your employees as if they were our own. We are aggressively managing our business so that we can continue to support you, serve you and deliver to you the customer service you have come to expect from us. You are always welcome to reach out to me directly via email or my cell phone, 614-226-1248.*

*As your trusted partner, we are taking steps to "create positives", and we are all coming together to rise above a common plight. We are humanity, and we are facing some of the most important changes we will ever have to face.*

*On behalf of the entire Alyfe Wellbeing Strategies family, I want to thank you for your loyalty, trust, and partnership with us. Our hearts go out to all those impacted by this pandemic.*

*We are wishing you all well and want you all to stay safe, stay positive and rest assured you can count on us.*

*ALL my best,*

*Kay*

## What Are Wellness Kits?

Wellness Kits are educational materials which are packaged together to make it easier for you to disseminate the information to employees.

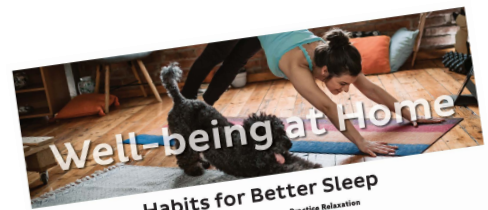
- This "Well-being at Home" Kit is meant to provide you information related to COVID-19 that you can use to send out to employees during these difficult times.
- The goal of this Kit is to disseminate information and resources regarding COVID-19 that can help your employees navigate their new routines and schedules. We understand that these are difficult, uncertain times, and we want to provide you with any and all information that is going to set you and your employees up for success.
- The content of this Wellness Kit includes information in two forms:
  - ▶ Eight handouts that can be attached to emails or printed out and used in various ways
  - ▶ Seven articles which provide further information on this topic



# Handouts

To help educate your employees as much as possible, we have provided multiple handouts in this Wellness Kit. The handouts cover topics relating to nutrition, physical activity, and other areas all in relation to COVID-19. Not only are these uncertain times because of the virus, but many employees may have a new work-from-home routine that can be difficult to navigate. These handouts are covering topics that educate your employees on COVID-19 in general, but also provide valuable information about how they can make their new routines more manageable. The handouts are great for attaching to emails or, if you happen to still be in the office, they can be printed out and hung on bulletin boards.

- For example, this Kit includes two different handouts on physical activity. One provides information on how to be active outside of a traditional gym workout, and the other offers valuable information on how to workout at home.



Think you can't get a great workout at home, think again! In 30 minutes or less, without expensive equipment, you can improve balance and flexibility, sculpt muscle, AND burn calories.

Bodyweight exercises are exercises that use your own body weight as resistance. Performing bodyweight exercises, one exercise after another with minimal rest in between, is known as circuit training. Circuit training, including cardio and strength exercises, is one of the most efficient and effective forms of exercise.

To create your own circuit workout, start with a brief warm-up for 3-5 minutes. Then choose 3-5 exercises from group A and group B, 6-10 exercises total. Perform the exercises (30-60 seconds each), alternating group A and group B exercises, repeating the cycle 3-5 times. Finish and cool-down with some gentle stretching.

### Sample Workout

**Warm Up**

- Standing Toe Taps - 1 minute
- Side Steps/Lateral Shuffle - 1 minute
- March in Place - 1 minute
- Crunches - 25 reps

**Bodyweight Circuit (repeat 3-5 times)**

- Jumping Jacks - 25 reps
- Squats - 15 reps
- High Knees - 30 reps
- Push Ups - 15 reps
- Mountain Climbers - 30 reps
- Shoeshine/Shadow Boxing - 30 reps
- Jump Rope - 30 reps
- Plank - 30 seconds

**Cool Down**

- Gentle Stretching

**Exercise Inventory**

<b>Group A</b>	<b>Group B</b>
High Knees	Squats
Butt Kicks	Lateral Squats
Jumping Jacks	Walking Lunges
Lateral Bounds	Reverse Lunges
Mountain Climbers	Push Ups
Froggers	Shoeshine/Shadow Boxing
Burpees	Triceps Dips
Jump Rope	Planks/Side Planks
Quick Feet	Glute Bridges

For more circuit training workouts, check out these apps:

- J&J 7 Minute Workout
- Nike+ Training Club

### COVID-19 Grocery List

LONG-LASTING PERISHABLES	
<b>Fruit</b>	<b>Other</b>
<input type="checkbox"/> Apples <input type="checkbox"/> Pears	<input type="checkbox"/> Garlic <input type="checkbox"/> Ginger
<input type="checkbox"/> Bananas (cut & freeze)	
<input type="checkbox"/> Citrus Fruits	<b>Grains</b>
<b>Dairy</b>	<input type="checkbox"/> Sliced bread
<input type="checkbox"/> Eggs <input type="checkbox"/> Butter	<input type="checkbox"/> Bagels <input type="checkbox"/> Wraps
<input type="checkbox"/> Cheese <input type="checkbox"/> Milk	<small>(most bread items can be frozen)</small>
<b>Vegetables</b>	
<input type="checkbox"/> Onions <input type="checkbox"/> Potatoes	
<input type="checkbox"/> Carrots <input type="checkbox"/> Parsnips	
<input type="checkbox"/> Turnips <input type="checkbox"/> Radishes	
<input type="checkbox"/> Beets <input type="checkbox"/> Rutabaga	
<input type="checkbox"/> Cabbage <input type="checkbox"/> Kale	

PANTRY STAPLES	
<b>Fruit</b>	<b>Grains</b>
<input type="checkbox"/> Canned Fruits	<input type="checkbox"/> Cereals <input type="checkbox"/> Granola
<input type="checkbox"/> Dried Fruits	<input type="checkbox"/> Pasta <input type="checkbox"/> Quinoa
<b>Vegetables &amp; Legumes</b>	<input type="checkbox"/> Brown Rice <input type="checkbox"/> Quinoa
<input type="checkbox"/> Canned Vegetables	<input type="checkbox"/> Ancient Grains (such as barley, amaranth, farro, millet)
<input type="checkbox"/> Canned or Dried Beans	<input type="checkbox"/> Lentils
<b>Proteins</b>	<b>Other</b>
<input type="checkbox"/> Tofu <input type="checkbox"/> Tofu Mix	<input type="checkbox"/> Baby Food or Formula
<input type="checkbox"/> Nut Butters <input type="checkbox"/> Nuts	<input type="checkbox"/> Cooking Oil <input type="checkbox"/> Sauces
<input type="checkbox"/> Shelf-Stable Milk	<input type="checkbox"/> Condiments
<input type="checkbox"/> Seeds (Flax, Chia, Sunflower)	<input type="checkbox"/> Spices & Seasoning
<input type="checkbox"/> Protein or Granola Bars	

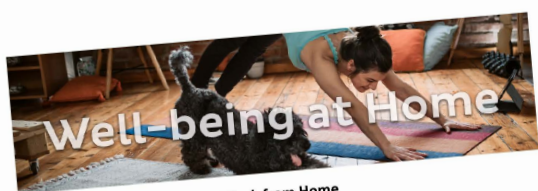


## Articles

The next piece of this Kit is the articles. The articles contain even more information on COVID-19 related materials and resources. The purpose of the articles is just to provide even more information, just in a different way.

These articles can be again, sent as an attachment in an email. They can also be sent out as part of a Newsletter that you create for your company. We provide you the resources you need that you can then use in whatever way you feel is best.

- For example, this Kit includes articles that touch on proper handwashing techniques, how to manage your mental health during these times, tips for working from home, a shopping guide, and even some information on creating a mini home gym.



### Work from Home

During these times, it is normal to feel anxious and stressed about your schedule being thrown off due to remote working now. However, letting that anxiety and stress build up will only make things worse for you as you navigate these times. Below are some tips for how to maintain your mental health as you figure out your new work from home schedule.

#### Keep a Schedule

Even though we are not able to leave the house and go about our regular schedule anymore, keeping a schedule still can help you to reduce any stress or anxiety. For example, if you were used to waking up at 7:30 am and drinking a cup of coffee before heading to work, wake up at the same time and drink your coffee before pulling out your computer for the day. If you used to have a work break at 10 am and at 2 pm, take those breaks still and walk away from your computer, just as you would if you were in the office.

#### Stay Connected

Not being able to communicate directly with coworkers can be tough. However, try to find ways to stay connected and keep communication going with your coworkers. This can be through FaceTime, Skype, Google Hangout, or any other method that your work is trying out.

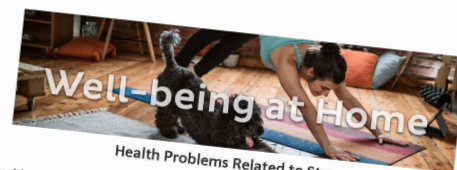
#### Set Boundaries on Work Schedule

When you are working from home, it can be easy to forget to unplug at the end of the day. Just because you are working from home now does not mean that you should work from 8 am to 8 pm. You need to set boundaries for yourself and tell yourself that at 4 pm, 5 pm, whatever time you choose, you are going to turn off your computer for the day and be done working.

#### Distract and Redirect

It can be easy to get sucked into social media when reading about the latest COVID-19 update. However, for your mental health, try distracting yourself with something else. During your breaks from work or even after work, try listening to a calming podcast or music or doing some breathing exercises at your new workspace. This will keep your mind distracted from everything going on and will keep your anxiety/stress at bay.

Resource: <http://www.workplacementhealth.org/Employer-Resources/Working-Remotely-During-COVID-19>



### Health Problems Related to Stress

Several health problems are linked to stress. Without proper management of this stress, these issues can occur and can worsen, potentially lead to more significant health problems. Some of the more commonly known health problems linked to stress are listed below:

- Anxiety
- Depression
- Diabetes
- Headaches
- Heart problems
- High blood pressure
- Insomnia
- Nervousness
- Pain of any sort (backaches, headaches, muscle pain, joint aches, etc.)
- Ulcers

For issues related to cardiovascular disease, such as heart problems, as well as diabetes, headaches, high blood pressure, and ulcers, there is strong evidence that stress management can help to lessen the adverse effects of these problems. For anxiety, depression, and pain, there is moderate evidence showing that stress management can help to reduce the impact of these problems. Therefore, if you struggle with stress, try using the stress management techniques listed below to reduce your risk of developing one of these health problems.

- Breath focus
- Body scan
- Guided imagery
- Mindfulness meditation
- Yoga/Tai Chi
- Repetitive prayer



To stay connected with us, be sure to check out our blog and other social media platforms. For more helpful videos related to COVID-19, check out this link [alyfewellbeing.com/covid-resources](http://alyfewellbeing.com/covid-resources).

