



HAKIM
GROUP



HOW TO FISH DURING COVID-19

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Our aim has always been to help our team learn how to FISH (Finding Inner Self Happiness). This guide has been created to support you and your families through these challenging times caused by Coronavirus.

The outbreak of COVID-19 has forced the world into a process of change which hasn't be seen in any of our lifetimes and has come on extremely quickly. We have all had to adapt our lifestyles to keep the nation as safe as possible and the impact of this shift can have a huge effect on our own wellbeing.

At the end of the document there are links and phone numbers you can access should you feel the need to do so. Use them. Don't suffer in silence.

Wishing you and your family the best of health!

MIKE HUGHES - HAKIM GROUP



PHYSICAL WELLBEING

YOU ARE WHAT YOU EAT

Your eating habits can change when you're out of routine and comfort eating can also be brought on by stress. Accompany that with less activity generally through the day such as not going to places you usually would, gyms being closed, quieter days in practice or missing out on small things such as walking to practice from the car park and suddenly you're taking on a lot more than your burning.

BELOW ARE SOME TIPS TO HELP YOU STAY HEALTHY:

- **Keep to a routine with your meals.** Set yourself times to eat through the day to avoid snacking on the wrong things.
- **Treat junk food as a luxury.** It's easy to reach for a quick fix but these are generally full of salt, refined sugars or saturated fat and will cause fatigue, low mood and dehydration if you rely on them solely. They may even lead to using that toilet roll up a bit quicker than intended...
- **Eat plenty of fruit and vegetables.** Sounds simple but these are nature's way of keeping your immune system topped up to keep your body fighting fit. Fruit and vegetables are also great for keeping you feeling full for longer. Vegetables especially will also help maintain your blood sugar levels.
- **Cook something new.** What's the excuse we use generally when we need to do something new? "I haven't got time" If you're in self-isolation or have been furloughed then now is the perfect time to start getting experimental with your cooking. You'll also get a mental boost from achieving and learning something new. Kids in the house? Get them involved!
- **Meal plan.** For some, the hardest thing about eating healthily is knowing what to eat for each meal. Make a meal plan for the week, list the ingredients that you need and get them either delivered to your home by home delivery services or go to the supermarket for them. By planning a full week, you will only need to go to the shop once a week to help abide by the government guidelines. Setting a shopping list will also help reduce those impulse buys. If you are relying on somebody shopping for you then make sure they drop it at the doorstep and follow the social distancing guides.
- **Drink water.** Being hydrated is important for both your physical and mental health. If water's not your thing then try adding squash or fruit to add some taste. Set alarms through the day to remind yourself to have a glass. Aim for between 1.5-2 litres per day.

PHYSICAL WELLBEING

BE A FIT FISH

With gyms being shut, classes cancelled and 1 local exercise venture out of the house per day it can be harder to make sure we get our exercise in and look after the old ticker. Below are some tips for keeping fit but please do be careful if you have any underlying medical conditions. Seek support from your GP who will be able to help you.

- **Use YouTube videos.** There are literally thousands of videos on YouTube videos which offer virtual classes such as yoga, HIIT classes or basic exercises all designed to get your body working.
- **Consider investing in some equipment.** Although a lot of shops are now closed online retailers such as Amazon and eBay are still available. You may even want to try and call your local independent sports shop; some will still deliver locally despite the shop itself being shut. Equipment such as dumbbells, a kettle bell, resistance bands or a yoga mat can really add to your exercise and helps keep things varied. If you can't get hold of these then why not see what you can find around the house such as using tins of beans as weights?
- **Use your allowed time out the house per day to exercise.** Even if this is only a walk, get some fresh air, change your surroundings and get your heart pumping. If you are anxious about coming in to contact with other people then consider personal protection such as a mask or gloves and aim to go out at quieter times such as first thing in the morning or last thing in the evening. If you do see somebody coming the other way then cross the road or let them pass by stepping aside to keep to the 2-metre guide.
- **Set yourself a target.** This may be a run route you want to beat a time on, it may be how many press ups you can do in one go or it may be to hold that Yoga pose a little bit longer. By setting targets you stay committed to what you're doing and will get a sense of satisfaction when you reach it. Make your target achievable and make a note of how close you're getting to it.
- **Make exercise a routine.** Plan a time each day to get your exercise in. Try and involve the people you are living with to exercise together. Although you can't meet with your friends you can still speak to them so why not arrange to ring each other a certain time each day and do the same exercise routines. Perhaps even take it in turns to lead the class.
- **Moving is exercise.** Household chores such as hoovering, dusting or washing the car all use calories whilst helping you keep your surroundings clean.

Exercise does more than just keep your body in tip top condition, it also supports your mental wellbeing. Exercise releases a hormone called endorphins which lift your mood and reduce stress.

"To keep me from going insane and to get some fresh air I go for a 20-minute run. To give me and my daughter some routine whilst we're working and schooling at home, we do joe wicks workout at 9am, sets us both up for the day"

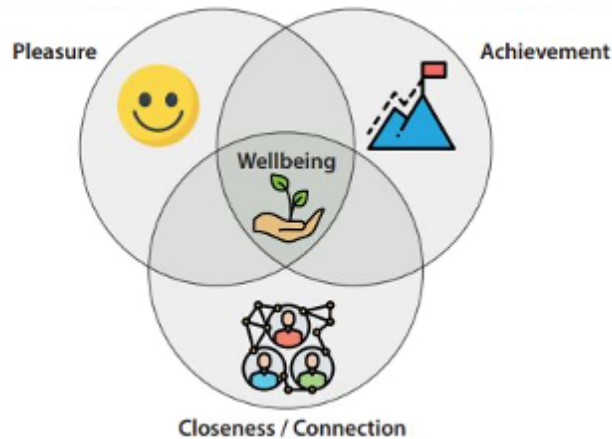
JO - OPERATIONAL EXCELLENCE OFFICER



MENTAL WELLBEING

KEEP AFLOAT, FIND BALANCE

Psychologists recognise that a balance of pleasure, achievement and connection are the key to wellbeing.



BIG FISH IN A SMALL POND

We're social animals and being insolation isn't natural for a lot of us. Although we can't meet with friends and family face to face there are other ways we can stay social.

- **Create an online group through hangouts or zoom apps.** Try setting up a virtual book or film club. Read the book or watch then all log in together to discuss them.
- **Help local community projects.** There are people out there making deliveries for the vulnerable and shielded. Join local Facebook groups to see if there's something you can do to be supporting community efforts.
- **Use WhatsApp and facetime.** Modern technology allows us to see who we're talking to through video calling. Use this when contacting loved ones to allow you to see each other and share experiences.
- **Write a letter or an email.** Those more traditionalists may prefer some good old-fashioned letter writing. If you'll struggle to post a letter then try sending an email instead.
- **Get to know the neighbours.** If you're able to do so whilst observing the guidelines safely then speak with your neighbours. Check in with how their doing, see if you can help each other out and learn about their lives. You never know, you might just learn to like them!

"Me and my family are coping by having a zoom cocktail party tonight"

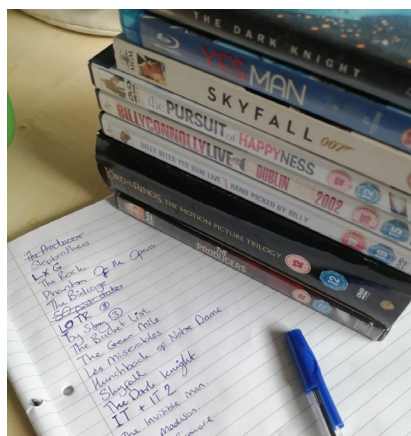
ELOISE - PAYROLL EXECUTIVE



PLEASURE & ACHIEVEMENT

Although you may be in your house, there are still plenty of avenues to gain sense of pleasure and achievement.

- **Learn a new skill.** Every thought “I’d love to know how to do that” or “I wish I could play that”, then this is your chance. Use YouTube, websites, forums and Facebook groups to learn something new.
- **Get creative.** Do some drawing, some painting, write a poem or a story.
- **Get it done!** We’ve all got jobs that we’ll get around to at some point. Write a list of what you need to get done and do it! It may be to sort out your wardrobe, cupboards, paint that wall, deep clean a room or sort the garden out
- **Write a list of things you want to achieve.** This could be something basic like wake up an hour earlier, wash the car or something that requires a bit more effort such as complete a 5k. The important part is you’re achieving your list. Keep it realistic, don’t set yourself up to fail. If you achieve a goal earlier than you intended then set a new goal to stretch yourself that bit further.
- **Get lost in something.** Read a book, watch a film, play a game. This will distract you from your own worries and take you away to a different world even just for a little while.
- **Get emotional. Laugh, cry or scream.** Keeping emotions in can have a negative effect on your wellbeing, let it out.
- **Dance and sing like nobody’s watching.** Listen to music, sing and dance. Try a new band or make a playlist to send to your friends and family.
- **Get close to nature.** Grow a new plant, tend to existing plants or just enjoy the nature that surrounds you. Plants give off oxygen and studies have shown that interacting with animals, be it stroking the dog or listening to the birds sing, can reduce our stress levels.



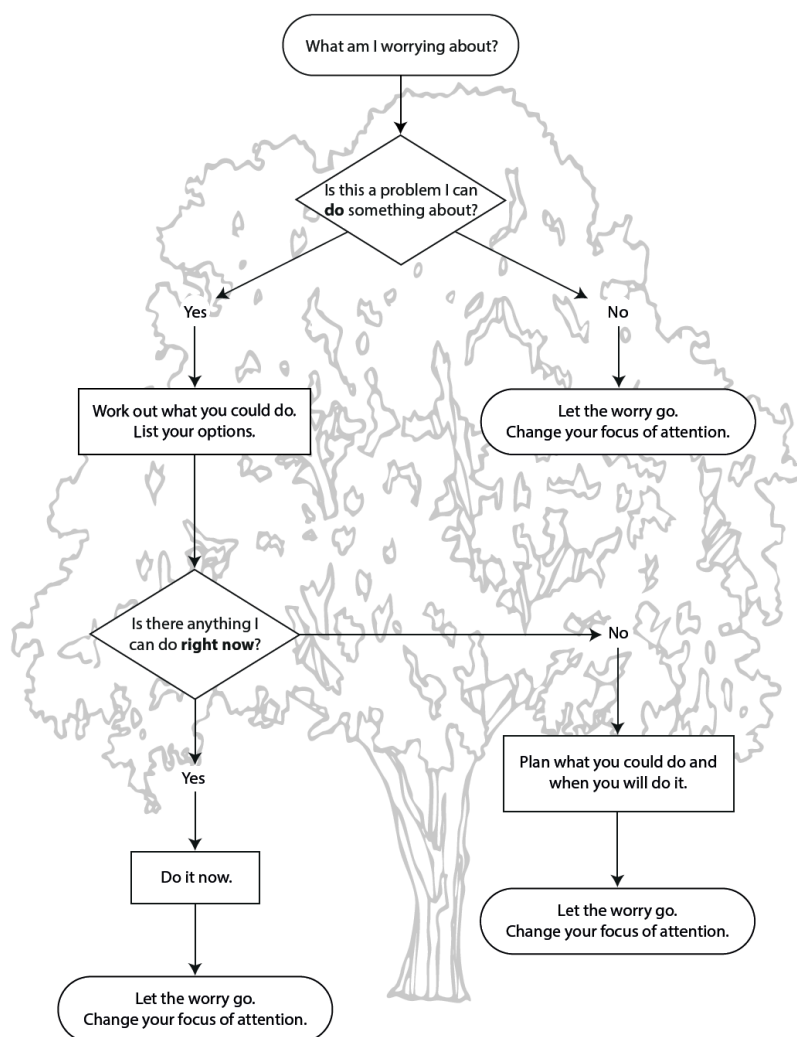
“We’ve made a list of all our favourite films that we’re going to watch with Gogo”

SAM - VIDEOGRAPHER



THE WORRY TREE

One of our traits as humans is thinking ahead and worrying. A degree of worry is good and this keeps us safe by assessing risks and investigating eventualities. On the downside, over worrying and creating doomsday scenarios can be damaging and lead to anxiety and depression. Some worries are genuine and some are hypothetical. So, how do I manage my worry? One technique is to use the worry tree below.



I NEED SOMETHING MORE

There are times where you may want some more support. As part of HG you have **24/7 access to a trained councillor through Simply Health by calling 0800 975 3356**. More numbers and websites are available in the "additional support" section at the end of this guide.

FINANCIAL WELLBEING

Through the COVID-19 outbreak there may be times where your household income changes. There are services available to support us through this.

BANKS

Banks are making allowances to help support people through this time. Please make sure you check with your lender to see what you are eligible for

- Mortgage holidays. Banks are allowing people to apply for a 3 month mortgage holiday
- No fees for missed payments
- Access to savings accounts without the usual charges
- Increased credit card borrowing limits and refunds on withdrawal fees
- Increased limit on cash withdrawal

RENTING

There's been a change in rules for landlords and their tenants. Please contact your landlord for more detail.

- Suspension on evictions during the crisis
- Buy-to-let landlords can apply for the 3 month mortgage holidays
- If you are in social housing then talk to your housing officer who can help you draw up an affordable repayment plan

ENERGY BILLS

The utility companies are supporting by offering the following advise. If you need support with your utilities then contact your provider directly.

- Anybody who is on a prepay and cannot get to a shop to set up are being offered posted emergency credit cards.
- If you cannot get out to top up your card, see if you can ask a trusted person to top your card up for you.
- If you can afford to and your not self isolating already, top your card up more than usual to decrease the need to go to the shops.

PENSION

If you need to understand the impact your finances will have on your pension then please contact your pension provider directly or call the Pension Advisory Service on **0800 0113797**.

FINANCIAL WELLBEING

PAYSLIP

All of your payslips are sent to your Hakim email address. If you have deleted a payslip or need help accessing your Hakim email address then please contact HR@hakimgroup.co.uk

EMPLOYEE ASSISTANCE PROGRAM

Team members on Simply Health can access their employee assistance program which can help with the below:

- Debt
- Housing
- Consumer Issues
- Adoption
- Family Related problems
- Domestic Abuse
- Stress
- Medical Information

WHAT CAN I DO?

Step 1: Create a monthly budget

Step 2: Review your insurance policies

Step 3: Use your savings

Step 4: Speak to your lending providers

FURTHER INFORMATION

For further support, please use the websites and numbers below or contact **HR@hakimgroup.co.uk**

PHYSICAL WELLBEING

Patient: <https://patient.info/news-and-features/how-to-exercise-at-homein-isolation>

NHS live well: <https://www.nhs.uk/live-well/eat-well/eight-tips-for-healthy-eating/>

Help Guide: <https://www.helpguide.org/articles/healthy-eating/healthy-eating.htm>

BBC Sport Get Inspired: <https://www.bbc.co.uk/sport/get-inspired/32416767>

MENTAL WELLBEING

Mind: <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

Simply Health: <https://www.simplyhealth.co.uk/content/simplyhealth/existing-customers/employee-account/mywellbeing-employee-account>

HG Gift Box: <https://hakim.rewardgateway.co.uk/WellbeingCentre?ref=m>

Time to change: <https://www.time-to-change.org.uk/coronavirus>

Direct Gov: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>

FINANCIAL WELLBEING

Money Advice Service: <https://www.moneyadviceservice.org.uk/en>

Money saving expert: <https://www.moneysavingexpert.com/>

Government website: <https://www.gov.uk/government/publications/support-for-those-affected-by-covid-19>

Citizens Advice: <https://www.citizensadvice.org.uk/>

Debt Advice Foundation: <http://www.debtadvicefoundation.org/>

Step Change Debt Charity: www.stepchange.org