



**CORPORATE
TRAVELLER™**

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TRAVEL SERVICES



FCM TRAVEL
SOLUTIONS™

TRAVELFIT

PRIORITISING THE HEALTH AND WELLNESS
OF YOUR TRAVELLER

WELCOME TO TRAVELFIT

Let's get back to business

After weeks of working from home, preparing for your next business trip can feel overwhelming. Travel can derail anyone's health and fitness goals, even for the most experienced business traveller.

That's why we've created this guide with Healthwise (our in-company service), which is full of travel tips and information to help ensure you can prioritise your health and wellness on the road.*

**HEALTH
WISE**

*Any general health, nutrition, exercise or other travel advice is not intended to be nor is to be treated as a substitute for professional medical advice or for checking the travel requirements applicable to your method or destination of travel. Always seek the advice of your doctor for any questions about medical conditions or if you are feeling unwell. Readers should also regularly check government and health agency resources for COVID-19 requirements and recommendations. FCM, Corporate Traveler and Stage & Screen are not liable for any injury, loss or damage suffered upon reliance of the information in this brochure.

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TRAVEL TIPS DURING COVID 19

WASH HANDS REGULARLY

A simple and effective way to protect yourself and others from COVID19 is thoroughly washing your hands with soap and water for at least 20 seconds. Constant use of hand sanitiser can irritate your skin, however if soap and water are not available to clean your hands, use a hand sanitiser which is at least 60% alcohol.

IF YOU'RE UNWELL, DON'T TRAVEL

If you are feeling unwell you shouldn't travel, even if you feel that it is just the beginning of something or the tail end of a bad cold. It's best to not travel and risk spreading a virus to multiple people you may come into contact with. You should postpone your trip and seek guidance from your local trusted health provider. Inform your employer about why you are delaying your trip and speak to your Travel Manager about rearranging your flights.

COVER UP

Cover your mouth and nose with a tissue when you cough or sneeze, using your elbow if you don't have one to hand. Ensure you wear a facemask to protect your fellow travellers and go home as soon as possible if you begin to feel sick while at work. If you fall sick whilst abroad, inform your company and reach out to your Travel Manager. If your destination requires you to quarantine, your Travel Manager can help sort accommodation and travel arrangements.

CLEAN UP

While many airlines are very hygienic and have introduced stringent cleaning measures, there is no guarantee that every surface will get the full treatment. Carry antibacterial wipes to clean your seat armrest, tray table, seat-back pocket, air vent, seat touch screen, headrest and window blind. The same advice is sensible for other items frequently used by travellers, such as hotel television remote controls. Also make sure to clean your hands after travelling on shuttles or taxis, holding handrails and using lifts. Getting pocket sized antibacterial wipes or sanitiser can be easy to pack in your hand luggage.

BREATHE EASY

Almost all modern aircraft have HEPA (High Efficiency Particle Arrester) filters that will filter 99.99% of dust particles and airborne contaminants such as viruses and bacteria, ensuring the highest possible quality of cabin air. However infection specialists suggest a window seat, away from passenger foot traffic, could offer you a bit more protection. So if you've been left feeling more anxious about air travel, then opt for a window seat.

KEEP VACCINATIONS UP-TO-DATE

While there is no vaccine for COVID19, having all other essential vaccinations up-to-date will help you stay healthy and prevent your immune system from being compromised.

STAY UP-TO-DATE WITH OFFICIAL TRAVEL ADVICE

If travelling internationally, make sure to check the latest government health and safety guidelines from both your departure and arrival destinations.

UTILISE OUR LATEST TRAVEL ALERT TECHNOLOGY

Get the latest updates from around the globe on our Traveller Hub www.fctgtravellnews.com. This Hub hosts the latest updates from airlines, hotels, rail and car hire companies as well as information on border restrictions. Our traveller resources also have tips, frequently asked questions and useful links to help you plan and prepare for your next trip so you can get back on the road safely.

TRAVEL INSURANCE

Travellers who bought travel insurance before COVID19 became a 'known event' may be covered for medical expenses and cancellations. Most travel insurance companies tend to exclude cover for pandemics and epidemics if you read the fine print. Insurance policies vary greatly, so it's best to contact the insurance company directly or enquire via your Travel Manager.

USE YOUR TRAVEL MANAGER

Having a dedicated Travel Manager and a Travel Management Company with 24/7 emergency assist is priceless. In emergencies they can be your most helpful resource. Should you ever get quarantined or denied entry to a country your Travel Manager can help with accommodation, flight changes, cancellations and alternative routing.

PHYSICAL DISTANCING

This may become more 'normal' and should be practised wherever possible. Distancing rules vary by country, and you should be aware of, and follow, the distancing rules in your destination country.

WHAT SHOULD I PUT IN MY FIRST AID KIT?

A basic travel health kit is important no matter where you travel or how long you're travelling for. First aid supplies and medications may not always be readily available in other countries, and they may be different from those available at home. A good travel health kit contains enough supplies to prevent illness, handle minor injuries, and manage pre-existing medical conditions for longer than the duration of your trip.

What to include?

A first aid kit doesn't need to be bulky or take up too much space. Consider potential issues and how you could quickly solve them yourself. Basics include plasters, blister pads, disposable gloves, gauze, tweezers, scissors, safety pins, rehydration salts, tensor bandages, thermometer, sterile dressings and of course now more than ever - alcohol based hand sanitisers.

Travelling with medications

Discuss the use of medications with your health care provider before departure and carefully follow the directions for use, including dosage and when to seek medical care. Bring more than enough medication to last your entire trip. Also check if there are any restrictions on the medication you are carrying, because in some countries certain medications may be prohibited.

What type of medications might you include in your first aid kit?

- Any prescription or over-the-counter medication you normally use
- 1% hydrocortisone cream to treat minor skin irritation, such as itching caused by bug bites or poison ivy
- Allergy medication, such as an antihistamine or an EpiPen®
- Anti-diarrheal medication
- Anti-motion sickness medication
- Antifungal and antibacterial ointments or creams
- Cold and flu medications
- Pain and fever medication
- Stomach and intestinal medication, such as antacids and laxatives
- If recommended, destination-specific medication, e.g. malaria
- If you need to use needles or syringes, take more than enough to last for your entire trip. Carry a medical certificate from your healthcare provider.



TRAVEL DIET AND LIFESTYLE

Here are our top 10 tips for striking the diet and lifestyle balance on-the-go.



1.

START THE DAY OFF RIGHT

Breakfast truly is the most important meal of the day. Keep it simple with options like eggs or granola with fruit; both will leave you with energy all morning long.



4.

EAT

Have you been in and out of meetings all day on a domestic trip? Or has your flight thrown out your usual snack or mealtimes? The easiest way to keep your energy up is to eat small amounts spread throughout the day. If you're a 'snacker' try to have your snacks planned and even bring some with you from home if you're worried about buying any. On-the-go granola bars, nuts, dried fruit, or pre-packaged cheese and crackers all make great options. Keeping up mealtimes or regular eating routines can also really help offset jetlag on your return.

2.

MODERATION

Travel doesn't mean that all routine has to be thrown out the window. Try and stick to the portion sizes you'd normally have at home, even if you might be eating out three times a day while you're away. Same goes for alcohol, you may be entertaining clients, or being treated by those you are visiting. Enjoy yourself but remember to stay within your limits, especially in a professional environment.



5.

PLAN AHEAD

When you're travelling or in a new destination it can be harder to know where to find food or grab a quick snack at different times. So plan ahead and look up what's available at your destination. Does your hotel have a restaurant or bar, and when are they open?



3.

SLEEP

It's important to make sure you get enough sleep. Tiredness can really impact your mental health and your decision making, so for both personal and professional reason you need to ensure you get enough rest. Ensuring you can get the most sleep the night before you leave and that you can catch up and rest once you're home again. It's hard to guarantee how well you'll cope with conditions on a plane or in a new room so ensure you pack eye masks or ear plugs if this will help you sleep.

6.

HYDRATE

The humidity onboard planes can often be a lot lower than what we find comfortable, quickly leaving us feeling dehydrated and lethargic with an oncoming headache. You may consider trying a hydration tablet full of electrolytes to ensure your body absorbs your intake. If you're indulging in a mid-flight alcoholic drink or dosing up on caffeine remember to regularly consume water to maintain hydration.



7.

STRESS LESS

We know it's sometimes easier said than done, especially when travelling for work but make sure you relax! Have a good night sleep the night before your flight and make sure you have a plan in place to avoid last minute stress with a late rush to the airport. Try and take some time to yourself while you're away, practise some mindfulness or do something for you that helps you switch off from work like reading a book or filling out a crossword.

8.

MID-FLIGHT MOVEMENTS

Back pain? Shoulder stiffness? Tight hamstrings? Make sure you are regularly out of your seat to ensure optimal circulation along with releasing any tight muscles. Locking yourself into one spot can place your muscles and ligaments under strain for a long period of time. Let them relax by changing your position and allowing for regular movement around the plane and even during any meetings you may have during your work travel.

9.

ARRIVAL RESET

If it's been a long flight, you've been regularly washing your hands and taking on and off your face mask, then make sure you moisturise your face and hands, and wash your eyes to relieve any dry skin and eyes after your flight. When you get the chance, try a daytime walk as this will help you adjust to any time zone changes and refresh your body. An arrival routine can help kick-start your trip and get you in the right mindset.

10.

DON'T JUST PACK FOR WORK

There's so much to include in your packing. You need to make sure you have appropriate work outfits and footwear, as well as clothes to wear on your downtime. But there are some extra items you should consider packing that don't take up too much room and should be added as an essential to your packing list to help you stay well and healthy:

- Headphones to block out travel sounds or listen to some music or a podcast; having something to listen to can really aid your mental health and wellbeing as well as sometimes aid sleep.
- Trainers or comfy shoes in case you want to take a walk or run. Comfort is key and getting out and about helps your physical and mental health.
- Reusable water bottle is handy to have next to your bed at a hotel, or to top up while you're commuting through an airport. It also saves on plastic and avoids touching anything that isn't yours.
- Easy lightweight fitness equipment if you want to do some stretches when you check in. Folding up a resistance band in your case takes up no room, or to get your heart rate up quick consider packing a skipping rope.
- Something for you. If exercise is not your form of escapism, make sure you pack something that helps you switch off from work for a while. It could be a book or magazine, or something to get your brain ticking on a different topic like sudoku or crosswords.

FITNESS ON THE GO

Exercise can be the last thing on your mind during a trip away, and you may need to make extra effort to find the time to fit in a workout. However, it is possible - even in a small space like a hotel room, after a day of meetings.

SHORT ON SPACE AND TIME?

High Intensity Interval Training (HIIT) is our number one recommendation for a travel workout for a reason. The benefits of this style include increasing metabolism, endurance, strength and power, while offering a great variety to your training. It's easy to incorporate a fitness routine like HIIT in small spaces like a hotel room, ensuring that even when you're on the go, you can still make time for fitness.

BE KIND TO YOURSELF

Ensuring your body, and particularly your muscles and ligaments, are restored and relaxed after travel is essential. Any tightness from sitting in the one position for too long can quickly cause an onset of pain and unwanted stiffness.

That stiffness can often be caused by knots within the muscles, or "Trigger Points". Spend at least one minute on each tender point and gradually apply more pressure as it releases, and you can guarantee your muscles will be feeling better. Create further muscular Zen with our top six Stretches and Yoga Poses and your body will be thanking you for your entire trip.



OUR FAVOURITE WORKOUTS

To get you started, here are ten of our favourite exercises that you can easily incorporate into your workout absolutely anywhere – from local parks and hotel gyms or even your hotel room!

1. SQUATS



- Keep chest up looking forward
- Bend at hips keeping core tight
- Push through heels breathing out

2. SKIPPING



- Tuck elbows close to body
- Small jumps

3. WALKING LUNGES



- Keep chest up looking forward
- Keep core tight, knee in line with toe
- Push through heel breathing out

4. PUSH UPS



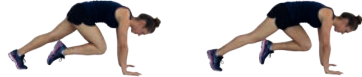
- Position chest over hands
- Control down to elbows 90°
- Breathe out pushing up

5. BURPEES



- Step out to push-up position
- Complete a push-ups
- Jump up and go back into standing position

6. MOUNTAIN CLIMBERS



- Keep neutral spine and breathe
- Position shoulders over hands
- Raise knees toward chest, alternate fast

7. PLANK TO PUSHUP



- Position elbows below shoulders
- Breathe and maintain posture
- Alternate arms as you push up into a push-up position and back to a plank

8. TRICEP DIPS



- Position hands shoulder width apart
- Maintain posture, bend at elbows
- Breathe out pushing up

9. TUCK JUMPS



- Keep chest up looking forward
- Squat down and explode using arms
- Tuck knees to chest
- Land softly maintaining posture

10. BICYCLE CRUNCHES



- Lying down, engage core
- Alternate elbow to opposite knee
- Extend leg out and crunch down/up

Wanting to increase strength and muscular endurance? Try using a resistance band (RB) to take the workout to the level you need.

1. SQUAT & PRESS



- Stand on RB and keeping a slight tension in palms
- Squat down & keep chest up
- Bend at hips keeping core tight
- Push through heels breathing out while raising palms above head

2. LUNGE & LATERAL RAISE



- Front foot stand on RB and keep a slight tension in palms
- Chest up and keep core tight
- One motion lunge and raise hands to shoulder height
- Knee in line with toe

3. PUSH UPS



- Place RB around back and under palms with slight tension
- Position chest over hands
- Control down to elbows 90°
- Breathe out pushing up

4. GLUTE BRIDGE



- Tie RB around both knees and keep tension tight
- Lying on back engage core
- Push through the heels while forcing knees out
- Squeeze bottom and breathe out

5. DOUBLE ARM ROW



- Stand on RB and keeping a slight tension in palms
- Blend at hips keeping core tight
- Raise both arms while keeping elbow tucked
- Squeeze back and breathe out



GET THE MOST OUT OF YOUR BUSINESS TRIP

Whether you're meeting with suppliers, partners or pitching to a new client, you want to make sure your next business trip is a success. Over the years we've seen the good, the bad and the ugly of business travel and know what makes the difference....

CONSIDERATIONS

TIMINGS

Flight lengths, transit times, departure times, arrival times and meeting times just to name a few. When travelling for work that's exactly the purpose: it's for work. You need to arrive ready to work and ready to make the best decisions for the wider business. Consider requesting a better-timed flight, a better fare class or arriving the day prior, so you can readjust and be at your best.

ARRIVAL TRANSPORT

This relates to timings but it's important to think about separately. When you arrive at your destination, how are you getting to your hotel or meeting? Will you be renting a car? If so, it's important to make sure firstly that you are comfortable driving. Secondly, it's important to consider your alertness; have you just arrived off a night flight or have you landed in the middle of the night? This will impact your safety, so consider getting a taxi or arranging a transfer.

RETURNING

It's not all about getting there; it's also about getting back and resuming your normal routine. The same considerations around timing and transport are therefore important here. Also consider how ready you will be to drive home after a long trip, whether alternative transport arrangements would be preferable and whether you require some down-time before returning to the office. It's important to remember that travelling and working in new locations can take its toll. Consider asking for a day off before returning to the office, or request that your first day back is a work-from-home day.

WORKING

While you're travelling for work you are still technically working, but how much of your usual workload are you expected to do whilst you're away? Preparing for this or at least planning on when you can get your work done will help. Does your travel policy allow for you to travel in business class?

Having the space to work while on the move, can really maximise your time and take the pressure off when you arrive. Consider your hotel too; while most hotels offer good business facilities, some more budget friendly hotels don't include a desk area or unlimited Wi-Fi. Ensuring you have these in place before you go will make getting work done so much easier. Ask your Travel Manager about what facilities are available and check what is bookable within your policy.

Remember too, that we have more than 4000 exclusive SmartSTAYhotels to choose from which give you free extras every time you check in to one of our hotel partners. At no additional cost, every hotel gives you FREE Breakfast and FREE Wi-Fi with 2 more free extras such as: discounted rates, free cancellation on day of arrival, upgrades on arrival, late check-out, early check-in, free car parking, food and beverage discounts and bonus loyalty points.

