

Cambridge eExchange

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Hello Employees!

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Save the Date! Don't forget to mark your calendar for our annual Symposium scheduled on January 30-31st at the Oregon Convention Center!

Holiday Coverage

Inclement Weather



During the onset of very cold weather conditions, we remind managers of the following:

- Maintain availability/office hours in and around the property. All on-site employees should be on high alert and maintain office hours. Off-Site employees should travel only if safe to do so. Absences related to weather are considered paid leave.
- If needed and in advance of sub-freezing temperatures, post the Freeze Warning Notice on all apartments.
- Staff should monitor the inside temperature of all vacant apartments until outside temperatures are forecast to stay above 40 degrees.
- Staff should monitor inside water service of all vacant apartments to make sure that faucets are allowed to trickle, this will help avoid frozen water pipes.
- Activate pool and spa heaters just enough to avoid frozen pools and spas.
- Make sure your property has a supply of sand or gravel located in stashes throughout the property to help with traction.
- If snow clearing is required, include pathways to garbage areas, laundry rooms and site management office. Clear access to fire hydrants, water shut-off valves and emergency access routes.
- Survey your property to identify overhanging branches which could present a hazard if snowfall occurs. Coordinate a timely response with your landscape vendor.

As we enjoy the holiday season, we would like to remind employees of the following:

- When planning time-off remember to communicate with other staff members to assure the property will have sufficient coverage.
- Planned leave of 3 days or longer must be approved by way of "Paid Leave Request" form, which can be found in Tenant Tech at: <https://www.tenanttech.com>
- If a company observed holiday falls on an employee's scheduled day off, the employee, in agreement with Property Manager, should take another day off as holiday within the same pay period.
- To receive holiday pay, except for pre-approved paid time off, employees must work both the scheduled day prior and after a holiday.

See the Cambridge Employee Handbook for more information

Wellness During the Winter Season

The holidays are a time to celebrate, give thanks, and reflect. They are also a time to pay special attention to your health. Give the gift of health and safety to yourself and others by following these holiday tips:

- Wash Your Hands Often
- Manage Stress
- Get Check-ups and Vaccinations/ Cover Your Cough
- Travel Safely
- Handle & Prepare Food Safely
- Be Smoke-Free
- Eat Healthy and Be Active

For more information about wellness, please check out the Human Resources

Wellness Initiatives at <http://cresapts.com/eexchange> and visit

<http://www.cdc.gov/family/holiday>



Safety Reminder

HAVE YOU CHECKED THE EXTERIOR LIGHTS ON YOUR PROPERTY LATELY?

Now that the mornings and evenings are getting darker, it is an excellent idea to check exterior lights on your property on a consistent basis to make sure they are in good working order. Bi-weekly inspections (if not more) should take place. Create an inspection schedule that includes both maintenance and office staff and stick with it! It's an important safety issue.