

# Cambridge eExchange

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## Hello Employees!

Please be reminded that fireworks are not permitted on community grounds. See the attached notice for posting in community areas as a reminder.

## SUMMER MAINTENANCE TIPS

### Resident Patios & Porches

It is the time of year when we really want to focus on the condition of our resident's patios and porches. This can be a challenge as we continue to inspect and re-inspect patios to ensure they are maintained and in pristine condition. Refresh your memory when it comes to the list of allowable items for patios and porches by looking in the Terms & Conditions/Rules & Regulations section of the lease agreement.

### Fire Prevention

Educate all staff members and residents on fire prevention. Follow these tips:

- Fire extinguishers must be on a yearly testing program with a local vendor
- If a fire extinguisher is deployed or stolen, promptly replace it
- Know the locations of fire extinguishers and how to use them
- Inform all residents of the location of the fire extinguishers

### Curb Appeal

- Extra effort on litter patrol
- Maintain dumpster areas; to avoid warm weather odors, pressure wash as necessary
- Parking lot striping
- Pressure washing, buildings and walkways
- Application of Lilly Miller Worry Free for moss control on roofs and other surfaces
- Frequent patio patrols
- Check irrigation frequently; report issues to site manager

### Pool Care

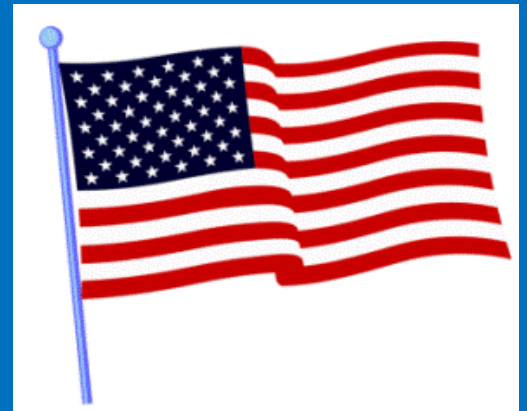
- Pool chemicals need to be checked every day during the summer, either by maintenance or management
- Expiration dates of pool chemicals should be checked on a regular basis and stored in maintenance shops rather than the pool room
- Make sure all handrails are secure
- Check pool signs for both wear and accuracy

## 4<sup>th</sup> of July Reminder

### American Flags

Managers,

As a reminder, according to the U.S Constitution, all residents have the right to display an American Flag. No tenant should receive a patio violation letter that lists an American flag being displayed as a violation.



### Safety Reminder: Window Screens

During these warm summer days, windows will be open more often. Please make sure to prioritize maintenance requests to repair missing or loose window screens. These screens are very important for the safety of all residents, especially those living on upper floors. For more information on window screen safety, check out this website: <http://childsafety.screenmobile.com/Window-Screen-Safety.html>

\*\*\*Please see the attached notices regarding COVID-19 workplace safety and hygiene, and face mask guidelines from the Center for Disease Control.\*\*\*

# Cambridge Non-Discrimination Policy

**Be mindful that non-discrimination laws apply to COVID-19. Please refresh your knowledge of our non-discrimination policies.**

## Employment

In compliance with a variety of state laws as well as Federal laws - Title VII of the Civil Rights Act, Equal Pay Act of 1963, Age Discrimination in Employment Act, Title I and Title V of the Americans with Disabilities Act, Sections 501 and 505 of the Rehabilitation Act, Title II of the Genetic Information Nondiscrimination Act, the Civil Rights Act of 1991 that prohibit discrimination, Cambridge is committed to equal employment opportunity in all aspects of employment and the pre-employment process, and will not discriminate against employees or applicants in any legally-recognized protected class including, but not limited to:

Actual or perceived gender, age, ancestry, childbirth or related medical conditions, occurrences or breast feeding, citizenship status, civil air patrol membership, color, creed, credit check or credit history, declining to attend a meeting or participate in communication about religious or political matters that are not required by law, disability, domestic partnership status, gender identity or expression (including transgender), genetic characteristics or information (private or public), lawful conduct occurring during nonworking hours away from company premises, marital status, medical condition, including genetic characteristics, mental disability, military and veteran status including honorable discharge, national origin, off duty tobacco usage, physical disability including the results of an HIV and/or hepatitis c test, pregnancy or perceived pregnancy, race, religion, religious creed, requesting an accommodation to refrain from participating in specified acts (as identified in the freedom of conscience for health care professionals act) that are objectionable to an individual's religious observance or practice, sensory, service in the military forces - state or federal, sex, sexual orientation, status with regard to public assistance, uniform servicemember status, use of a trained guide dog or service animal by a person with a disability, victim of domestic violence, sexual assault or stalking, or any other protected class under federal, state, or local law.

Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

Contact Angela Cooper, Director of Human Resources to discuss non-discrimination in employment related questions or issues.

## Fair Housing

In compliance with various state laws and Federal laws that prohibit discrimination in housing and community development programs - The Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Cambridge is committed to non-discrimination in all aspects of rental housing activity and will not discriminate against residents or applicants in any legally-recognized protected class including, but not limited to:

Color, disability, familial status, national origin, race, religion or sex.

Contact your Portfolio Supervisor to discuss fair Housing related questions or issues.

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## Careers with Cambridge

**To request an Application for Employment or for more career information, please contact Human Resources at [hr@cambridgeres.com](mailto:hr@cambridgeres.com) or 503.450.0237**

**Keyholder** – Maintains common areas in a clean, orderly and safe condition. Assists Property Manager in unlocking commons area doors as needed.  
**\*Must live onsite\* Location: Oregon - Countrywood Manor**

**Leasing Agent** – Under the direction of the Property Manager, the Leasing Agent is responsible for leasing, marketing and maintaining positive resident relations within the community. **Locations: Washington - The Springs (PT), Pioneer Vista; Oregon - Gardenbrook/West Slope (PT), Squire's Court (PT)**

**Assistant Property Manager** – Works in conjunction with the Property Manager to oversee the daily activities such as leasing, collections, resident relations, maintenance, general administration, and policy & procedure compliance. **Location: California - Hillview 1 (PT), Tuscaro; Oregon - Hood Village (PT)**

**Maintenance Technician** – Performs moderate to difficult repairs and preventative maintenance to maintain the condition and appearance of the property. **Locations: California - Kennedy Meadows (PT); Dolores Lia (PT); Blue Oak Court (PT); Washington - The Springs; Idaho – Fawnbrook (PT); Oregon - 2400 Brookwood/Crescent Ridge, Stone Creek, Pleasant Ridge (PT); Portland Area – General Westside and Eastside**

**Assistant Maintenance Technician (Part Time)** – Provides less complicated repairs and preventative maintenance at the direction of a senior Maintenance Technician. **Location: Oregon - Pleasant Ridge**

**Plumber** – Install, maintain and repair water and gas supply lines, heating systems and associated fixtures and appliances in residential apartment communities. **Location: Oregon: Portland Area**

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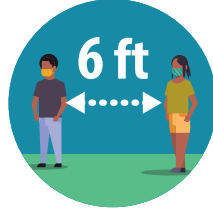
# Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



**Stay at home if you are sick**



**Practice social distancing (remaining at least 6 feet away from others)**



**Clean your hands often**



**In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms.** Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

## How cloth face coverings work

Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



## General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Keeping the workplace safe

## Encourage your employees to...

### Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

### Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

### Stay home if...



- They are feeling sick
- They have a sick family member in their home

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping the home safe

Encourage your family members to...

## All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Households with vulnerable seniors or those with significant underlying conditions



*Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system*

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

## Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

**What every American and community can do now to decrease the spread of the coronavirus**

# Keeping commercial establishments safe

Encourage your employees and customers to...

## Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

## Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

## For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

What every American and community can do now to decrease the spread of the coronavirus



**FIREWORKS ARE NOT PERMITTED  
ON THE PROPERTY AT ANY TIME**

**PLEASE REFRAIN FROM USING  
ANY TYPE OF FIREWORKS!!!**