

Sabin CDC COVID-19 Response
Sabin Office and Maintenance Protocols
In effect from March 16th - April 1st

**We want to continue to support you, our residents, during this unprecedented time -
Please help us keep you and our small staff healthy.**

EFFECTIVE IMMEDIATELY: Sabin Offices are closed to the public until April 1st or until further advised by health officials. Please make appointments to see Sabin Staff: **No unplanned walk-in visits will be allowed.**

Please contact the office at **503-287-3496** or email staff@sabincdc.us to make appointments or ask questions.

Please **use email or text if possible** as staff can quickly respond and reserve phone calls for the elderly and those that do not have access to computers or text messaging.

Help us limit traffic into the office and keep our small staff healthy, so we can continue to serve you, by **using return envelopes provided for your rent payments or you can put your rent though the door slot as usual.**

HUD has not released us from completing your annual or interim certifications. When possible, we will be sending you the paperwork for you to complete and return. Please do this so we can be sure you have the correct subsidy for your unit (Avenue Plaza, Emerson Plaza, Estates Plaza, Alberta St Apartments residents). If you lose your job that reduces your income or get a job that increase your income be sure to contact our office if you live in the above properties. For all other properties, **we need this paperwork to maintain your low rent housing.** If this information changes, we will let you know.

For your safety, **Sabin maintenance staff will be wearing glasses, booties and gloves when entering your unit.** They will be checking each morning and evening to see if they have a fever and washing their hands or using hand sanitizer *before and after* entering your unit. They will be asking you if you are ill with a fever. If yes, they will need to take additional precautions. Please be patient with them as they try and assist you. **You must clean surfaces** they need to work on including counters, doors, or toilets *before* they come to your unit. Safety supplies are limited therefore staff will **ONLY respond to health and safety calls.**

From March 16th through April 1st 2020.

Email your maintenance requests to staff@sabincdc.us or text **971-263-1200.**

Please reserve calling for those that do not have text or email capacity.

THANK YOU for your support during this difficult time for us all. Our plan is to be here for you, and, with your help, **we can do this together.**

Wishing you good health,

Mary Schoen-Clark
Executive Director

Lamika Landrum
Office Manger

Charlotte Mitchell Reese
Compliance/Recertification

Bob Shaw
Maintenance