

# APPLEBY COLLEGE ACCESSIBILITY MULTI-YEAR PLAN



# MULTI-YEAR ACCESSIBILITY PLAN – APPLEBY COLLEGE

---

## Introduction

In accordance with our organizational obligations under the AODA, Integrated Accessibility Standards Regulation (*O. Reg. 191/11, s. 4 (1) (2)*), Appleby College has prepared this multi-year plan which contains the deliverables and activities that will be worked on over the next 3 years. The school recognizes that the AODA obligations are far-reaching, with varying levels of responsibility across the school, which is why the College has taken a strategic approach to implementation. At Appleby College we are committed to making accessibility throughout the organization a reality and all employees of the school have a role in creating an accessible and inclusive school.

The Multi-year plan is a fluid document and framework which provides high level deliverables and activities over the next 3 to 5 years. The School has established the following committee with the following parameters to ensure our goals are met:

**Appleby College AODA Committee:** Is comprised of senior leaders representing all areas of the college who champion and are accountable for the successful implementation of the accessibility initiatives as they relate to the AODA Accessibility Standards, who are accountable for the development and execution of an accessibility strategy and providing leadership and expertise.

The Committee is responsible for reviewing the status of the multi-year plan which will address the outcomes, the deliverables and activities as stated in the plan and contribute to changes as required.

Commencing in 2013, we began our preparations to meet the 2014, 2015 and 2016 requirements under Regulation 191/11 – Integrated Accessibility Standards – which includes information, communications and employment standards. The School has created this multi-year accessibility plan to communicate our planned initiatives and their intended completion dates. We are committed to meeting these goals on or before the required dates to demonstrate our commitment to identifying and removing barriers that exist for persons with disabilities.

## 2011 – 2013 Accomplished Initiatives

1. In April 2011, we created our first accessibility policy to solidify Appleby's commitment to building a more accessible community.
2. As of 2015, all of our employees will have been trained on the AODA standards and how to provide accessible services. New employees and volunteers will be generally trained within 30 to 60 days.
3. In December 2012, we submitted our first Annual Report to the Ministry to demonstrate our compliance with the accessibility standards.
4. In 2010 - 2014 we redesigned and enhanced our entrance and reception services to improve accessibility to all individuals. This includes adding ramps both inside and outside the building, adding and elevators, widening of entrances and ensuring that washrooms facilities are accessible.

5. In 2014 we renovated our classrooms to allow for flexible furniture that will make learning spaces more accessible
6. In 2013 we developed a feedback procedure via our website ([www.appleby.on.ca](http://www.appleby.on.ca))
7. In 2014 we developed our first Multi-year plan
8. In 2014 we implemented emergency response plans for the School, which take into consideration accessibility

## Appleby College Multi-Year Plan

	Requirement	Action
	Part II – Information and Communication Standards	
2012	<p><b><u>13. Emergency Procedures, Plans and Public Safety Information</u></b></p> <ul style="list-style-type: none"> <li>– Ability to access emergency plans and public safety information</li> <li>– Includes maps, warning signs and evacuation routs</li> <li>– Information to give to the public about alarms or other emergency alerts</li> </ul>	<p>January 1, 2012</p> <p>Implementation of enhanced emergency response systems, including the Alertus which syncs a horn and on-line warning system, so that notification is both auditory and visual.</p> <p>Working to ensures emergency response plans have assigned designates to assist with procedures</p> <p>Director of Internal Risk Management committee is on the AODA Committee to ensure integration and consideration of AODA requirements in emergency procedures</p>

	Requirement	Action
2014	<b>Part I – General</b>	
	<b>3. <u>Accessibility Policies</u></b> <ul style="list-style-type: none"> <li>– Develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting is requirements under the regulation</li> </ul>	January 1, 2014  Policy posted on Sharepoint and to on the website
	<b>Part II – Information and Communication Standards</b>	
	<b>14. <u>Accessible websites and web content</u></b> <ul style="list-style-type: none"> <li>– Make new websites and web content on those sites conform with the WWW Consortium WCAG 2.0 – Level A</li> </ul>	January 1, 2014  Develop a strategy to ensure new websites created will conform to WCAG2.0 Level A*  Offer accessibility training for staff involved in website development  Inform Staff about accessibility standards and features on the website
2015	<b>Part I – General</b>	
	<b>7. <u>Training</u></b> <ul style="list-style-type: none"> <li>– Training provided to all employees, volunteers, contractors</li> <li>– Topic: Human Rights Code pertaining to persons with disabilities</li> <li>– Must keep a record of the dates when the training was offered &amp; number of participants trained</li> </ul>	January 1, 2015  All employees, volunteers and contractors will be trained  Records will be kept to ensure school wide compliance  Training currently in progress
	<b>Part II – Information and Communication Standards</b>	
<b>11. <u>Feedback</u></b> <ul style="list-style-type: none"> <li>– Process for receiving and responding to feedback to ensure that the processes are accessible or arrange for accessible formats upon request</li> <li>– Notify the public about the availability of accessible formats &amp; communication supports</li> </ul>	January 1, 2015  Develop communication strategy to ensure all faculty, staff, students and community members are aware of feedback process  Inform staff and the public about the availability of information in accessible formats or with communication supports upon request	

	Requirement	Action
2015/2016	<p><b>18. <u>Libraries of educational and training institutions</u></b></p> <ul style="list-style-type: none"> <li>- Where available, provide, procure or acquire by other means an accessible or conversion ready format of print, digital or multimedia resources or materials for a person with a disability, upon request</li> <li>- Exemptions: special collections, archival materials, rare books and donations</li> </ul>	<p>January 1, 2015</p> <p>Appleby College will provide an accessible or conversion-ready format or print, digital or multi-media resources or materials on request.</p>
	<b>Part III – Employment Standards</b>	
	<p><b>22. <u>Recruitment – general</u></b></p> <ul style="list-style-type: none"> <li>- Notify employees and public about the availability of accommodations for applicants with disabilities</li> </ul>	<p>January 1, 2016</p> <p>Applicants are notified on the external website and intranet regarding the College’s commitment to providing equal opportunities for persons with disabilities in all employment activities, including access to jobs and accommodation during employment</p>
	<p><b>23. <u>Recruitment – assessment or selection process</u></b></p> <ul style="list-style-type: none"> <li>- Notify applicants when selected to participate in an assessment or selection process, that accommodations are available upon request in relation to materials or processes to be used</li> <li>- If request is submitted, employer to consult with applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s needs due to disability</li> </ul>	<p>January 1, 2016</p> <p>Will monitor employment policies and procedures where required to provide accommodations in:</p> <ul style="list-style-type: none"> <li>o Recruitment</li> <li>o Assessment</li> <li>o Selection process</li> </ul>
	<p><b>24. <u>Notice to successful applicants</u></b></p> <ul style="list-style-type: none"> <li>- Notify successful applicant of its policies for accommodating employees with disabilities</li> </ul>	<p>January 1, 2016</p> <p>Offer Letter of Employment contains statements advising an employee with a disability of their entitlement to an individualized emergency evacuation plan and the process to follow when required</p> <p>Offer individual employee support and accommodation plans</p>

	Requirement	Action
	<p><b>25. <u>Informing employees of supports</u></b></p> <ul style="list-style-type: none"> <li>- Organization to inform employees of its policies used to support its employees with disabilities including provision of job accommodations</li> <li>- Needs to be communicated to new employees as soon as practical upon hire</li> <li>- Update all employees there is a change to the related policies</li> </ul>	<p>January 1, 2016</p> <p>Appleby College will provide new employees with accommodation information Ongoing education and guidance provided to all employees to maintain awareness of policies, legislation, as well as supports and facilities available</p> <p>Updated information will be communicated as necessary to employees</p>
	<p><b>26. <u>Accessible formats and communication supports for employees</u></b></p> <ul style="list-style-type: none"> <li>- Employer to consult with employee requesting the accommodation for the following: <ul style="list-style-type: none"> <li>o Information that is needed in order to perform job</li> <li>o Information that is generally available to employees</li> <li>o Employer to consult with employee on suitable format/support</li> </ul> </li> </ul>	<p>January 1, 2016</p> <p>Review and update current Policies and Procedures for the provision of job accommodations</p>
2016	<p><b>28. <u>Documented individual accommodation plans (IAP)</u></b></p> <ul style="list-style-type: none"> <li>- Have a written process for the development of documented individual accommodation plans for employees with disabilities.</li> </ul>	<p>January 1, 2016</p> <p>Appleby College will review its existing accommodation process Identify elements of AODA requirements that need to be incorporated into existing accommodation process</p> <p>Develop a written process for IAP Prepare a communication strategy to communicate to all employees</p>
	<p><b>29. <u>Return to work process</u></b></p> <ul style="list-style-type: none"> <li>- Develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work</li> <li>- Document the process</li> <li>- Process to outline steps the employer and employee will take to facilitate the return</li> </ul>	<p>January 1, 2016</p> <p>Current Return to Work Policy and Procedures will be updated to comply with AODA regulation</p> <p>Incorporate IAP into RTW process</p> <p>Communicate to all employees</p>

	<ul style="list-style-type: none"> <li>- Use the individual accommodation plans as part of the process</li> </ul>	
2016	<p><b>30. <u>Performance management</u></b></p> <ul style="list-style-type: none"> <li>- Take into account the accessibility needs of employees with disabilities when using performance management process in respect of employees with disabilities</li> </ul>	<p>January 1, 2016</p> <p>The College will implement and take into account the accessibility needs of individuals with disabilities, as well as accommodation needs with regard to performance management</p>
	<p><b>31. <u>Career development and advancement</u></b></p> <ul style="list-style-type: none"> <li>- Take into account the accessibility needs of its employees with disabilities when providing career development and advancement to employees with disabilities</li> </ul>	<p>January 1, 2016</p> <p>Review existing processes and revise as necessary to incorporate AODA requirements</p>
	<p><b>32. <u>Redeployment</u></b></p> <ul style="list-style-type: none"> <li>- Take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when deploying employees with disabilities</li> </ul>	<p>January 1, 2016</p> <p>Review redeployment processes for possible barriers and revise as necessary to incorporate AODA requirements</p>
	<p><b>Part II – Information and Communication Standards</b></p>	
	<p><b>12. <u>Accessible formats and communication supports</u></b></p> <ul style="list-style-type: none"> <li>- Upon request provide or arrange for the provision of accessible formats &amp; communication supports <ul style="list-style-type: none"> <li>o in a timely manner</li> <li>o at a cost that is no more than the reg. cost charged to other persons</li> <li>o consult with the person making the request in determining the accessible format or communication supports</li> </ul> </li> <li>- Notify the public about the availability of accessible formats and communication supports</li> </ul>	<p>January 1, 2016</p> <p>Appleby College will provide accessible formats and communication upon request</p>

## Conclusion

This plan will be available on Appleby's website ([www.appleby.on.ca](http://www.appleby.on.ca)). Appleby College is committed to Ontario's goal of creating a barrier-free Ontario by 2025 and will work diligently to ensure we meet our targets. If you have any feedback regarding the accessibility of our services at Appleby College, please visit our website and submit your feedback.