



The following multi-year plan has been prepared by the Board's Integrated Accessibility Standards Implementation Committee in consultation with people with disabilities in compliance with Ontario Regulation 191/11, Integrated Accessibility Standards.

YEAR 1: January 1, 2012

The St. Clair Catholic District School Board will:

- Conduct an environmental scan of employees to identify anyone who may require accommodation for purposes of responding to emergency situations and prepare an individualized emergency response plan where required
- Provide an individualized emergency response plan as soon as practicable after becoming aware of the need for accommodation
- Provide emergency response information to another employee assigned to assist a disabled employee in emergency situations
- Review individualized emergency response plans, when the employee moves location, when accommodation needs change and/or when the general emergency response policies or procedures are reviewed
- Provide accessible ready and communication support in a timely manner considering the persons accessibility needs, at no greater cost than the cost charged to any other person and in consultation with the person making the request to determine suitability

YEAR 2: January 1, 2013

The St. Clair Catholic District School Board will:

- Develop, implement and maintain a policy governing how the Board will meet the requirements of Regulation 191/11
- Establish, implement, maintain and document a multi-year plan of strategy to prevent and remove barriers and meet the needs of Regulation 191/11
- Incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities except where not practical to do so
- Ensure processes for receiving and responding to feedback are accessible to persons with disabilities by providing accessible formats and communications upon request
- Notify the public about the availability of accessible formats and communications supports
- Provide accessibility training to educators with respect to *accessible program or course delivery and instruction*
- Upon notification or request provide accessible or conversion ready educational/training material and provide student records, information on program requirements, availability and descriptions in an accessible format



YEAR 3: January 1, 2014

The St. Clair Catholic District School Board will:

- Provide training with respect to Regulation 191/11, the board's accessibility policy and the Ontario Human Rights Code, to employees, volunteers and others who provide goods, services or facilities on behalf of the board as appropriate to their duties
- Meet the requirements of Web Content Accessibility Guidelines (WCAG) 2 for internet websites and web content
- Provide notice of accommodation for applicants during recruitment, for applicants selected for interview and provide accommodation if request and notify the successful applicant of the board's accessibility policy when extended a job offer
- Inform all employees of policies used to support persons with disabilities to new employees as soon as practicable and whenever there is a change in the existing accommodation policy
- Consult with employees with disability when requested to provide accessible formats and communication supports and in determining the suitability of an accessible format or communication support to provide information needed to perform the job and to provide information generally available to other employees
- Consider disability needs and individual accommodation plans, when managing performance, in providing career development and when redeploying to another job or department
- Develop a written procedure with respect to the development of individual accommodation plans that shall include information regarding accessible formats and communication if requested, individual emergency response information if required and identifies any other accommodation that is to be provided
- Develop a written return to work procedure where a disability related accommodation is required

YEAR 4: January 1, 2015

The St. Clair Catholic District School Board will:

- Upon notification or request, provide accessible ready or conversion ready educational or training textbooks or print-based educational or training supplemental learning resources ***where produced by the board*** for educational or training institutions
- Upon notification or request, provide, procure or acquire by other means accessible ready or conversion ready format of print, digital or multimedia resources or materials ***for a school library*** for a person with a disability