

Part 1: Identify your organization's strategy to meet the following requirements of the IASR Date Approved:

AOA Standard	IASR Requirement	Due Date	Steps to take	Anticipated Barriers and Plans for Barrier Removal	Target Completion Date	Staff Lead	Potential Costs	Completion Status
<b>IASR General Requirements</b>								
	Create policies and procedures for each standard	Jan. 1, 2015	1. Develop a Statement of Commitment 2. Assess current accessibility policies and identify regulatory gaps 3. Draft and adopt updated policy		31-Dec-14	Oiga		
	Create Multi-Year Accessibility Plans	Jan. 1, 2014	review regulatory requirements		31-Dec-13	Oiga		Complete
	Consider accessibility features when designing, procuring or acquiring kiosks	1, 2014	not applicable					
	Train all staff and volunteers (including Board Members) on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility	Jan. 1, 2015	Provide online training through HR Department. HR Dept provide usernames and passwords to all employees & volunteers. HR Dept to track training completion and follow up with any employee not	Rolling out training to volunteers & staff employees HR Department to provide ongoing monitoring and follow up to ensure compliance	1-Jan-15	Oiga, Marij & Managers		
	Consider accessibility when purchasing or designing kiosks	Jan. 1, 2014	not applicable					
	Complete government accessibility report	Dec. 31, 2017	1. Review reporting requirements 2. comply with reporting requirement		31-Dec-17	Oiga		
	Update Multi-Year Accessibility Plan	Jan. 1, 2019	1. Review requirements 2. comply with requirement		31-Dec-18	Oiga		
	Complete government accessibility report	Dec. 31, 2020	1. Review reporting requirements 2. comply with reporting requirement		31-Dec-20	Oiga		
	Complete government accessibility report	Dec. 31, 2023	1. Review reporting requirements 2. comply with reporting requirement		31-Dec-23	Oiga		
<b>Information &amp; Communications</b>								
	When asked, make your emergency and public safety information accessible to the public	Jan. 1, 2012	<b>Example:</b> " Review emergency and public safety information you provide " Develop a process for responding to requests and supports		29-Nov-11	Carol Latchford		Complete
	All new internet websites and web content on these sites must conform with WCAG 2.0 level A	Jan. 1, 2014	1. Have Web designers reform Red Door's website to ensure conformity to WCAG 2.0 Level A 2. Recruit and use Volunteer to assist with existing website to ensure conformity		28-Mar-14	Oiga Radovanovich and Mark Zurawski		Complete
	Make your feedback processes, like surveys or comment cards, accessible when asked	Jan. 1, 2015		Lack of resources to achieve compliance ** Look at accessing infrastructure development funding to support the achievement of compliance	29-Nov-11	Carol Latchford		Complete
	Make information about your organization's goods, services and facilities accessible upon request	Jan. 1, 2016	<b>Example:</b> " Develop a process for responding to requests for alternative formats and supports. " Institute core policy that all documents will be created using a structured electronic format to allow for easier conversion to alternative formats.		31-Dec-15	Oiga Radovanovich		
	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	Jan. 1, 2021	TBD	TBD	31-Dec-20	Oiga Radovanovich and Mark Zurawski		
<b>Employment</b>								
	When necessary, provide individual plans to help employees with disabilities during an emergency, or emergency information that is formatted so an employee with a disability can understand it	Jan. 1, 2012	<b>Example:</b> " Review your emergency information " Determine which employees need help " Prepare and provide information to these employees, in an accessible format if required " Follow up with employees periodically		31-Dec-11	Carol Latchford		Complete
	Notify employees, previous news and public that accommodations can be made during recruitment, assessment and selection processes for people with disabilities	Jan. 1, 2016	Update job ad templates to include information regarding accommodations	TBD	31-Dec-15	Oiga Radovanovich		
	Notify new hires and staff of policies for accommodating employees with disabilities	Jan. 1, 2016	Incorporate communication into onboarding process	TBD	31-Dec-15	Oiga Radovanovich		
	Have in place a written process to develop individual accommodation plans for employees with a disability	Jan. 1, 2016	<b>Example:</b> " Develop a process and procedure for these requests	TBD	31-Dec-15	Oiga Radovanovich		
	Have a written return to work process in place for employees who have been absent due to a disability	Jan. 1, 2016	Revise current processes	TBD	31-Dec-15	Oiga Radovanovich		
	If your office uses performance management, career development and reemployment processes, take the needs of employees with disabilities into account	Jan. 1, 2016	Revise current processes	TBD	31-Dec-15	Oiga Radovanovich		
<b>Design of Public Spaces</b>								
	Make new or redeveloped spaces accessible	Jan. 1, 2017	TBD			Berretta Hawkins		
	Maintain accessible elements of public spaces	Jan. 1, 2017	TBD			Berretta Hawkins		
<b>Part 2: Identify your strategy to prevent and remove additional barrier in your organization</b>								
Barrier	Steps to Take	ed Completion	Completion Status	Staff Lead	Potential Costs			
<b>Example:</b> A customer has identified that directions to your office are only available in print.	<b>Example:</b> You plan to write out directions to your office in an electronic format so that they can be posted on your website and emailed to customers with low vision if required.	TBD	TBD	Carol Latchford				
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