

## Huron University College

### 2017 to 2021 Multi-Year Accessibility Plan

#### Integrated Accessibility Standards Regulation (IASR)

General Deliverables	Proposed Implementation Date	Actual Completion Date	Legislated Date (January)
<b>Policies &amp; Procedures</b>			
Create Policies with Statement of Organizational Commitment in written form		Dec. 2017*	2014
Approval and Sign off		Dec. 2017*	2014
Make available to the Public		Dec. 2017*	2014
Available in Alternative Formats - upon request		Dec. 2017 and Ongoing*	2014
<b>Accessibility Plan - Multi Year</b>			
Develop Accessibility Plan		Dec. 2017*	2014
Accessibility Plans - Post to web		Dec. 2017*	2014
Continue to work on Accessibility Plan, review progress and update. Update regularly and every five years.		Ongoing	2017-2021
Provide in alternative format		Dec. 2017 and Ongoing*	2014
<b>Accessibility Self Service Kiosk</b> - have regard for accessibility when purchasing		Not Applicable	2014
<b>Training</b> - All employees & volunteers, policy developers, those providing goods or services on behalf of organization regarding IARS and Human Rights Code		Ongoing	2015
Decide on training delivery		Dec. 2017	
Create training schedule for current staff and new staff		All staff and faculty trained by March 30/18.	
Ensure sign in sheets for record keeping		Online and Certificate of Completion	
Training completed		Ongoing	Jan 31/2018
Continue to train new staff as part of orientation		Yes	2017-2021
<b>File Accessibility Compliance Report</b>		Dec 16/15	Dec. 31/15
<b>File Accessibility Compliance Report</b>		Dec 22/17	Dec. 31/17
<b>File Accessibility Compliance Report</b>			Dec. 31/19
<b>File Accessibility Compliance Report</b>			Dec. 31/21
<b>File Accessibility Compliance Report</b>			Dec. 31/23

\* Previous to this date and reporting requirements, Huron University College was included in Western University's Multi-Year Accessibility Plan.

<b>Information &amp; Communications</b>	<b>Proposed Implementation Date</b>	<b>Actual Completion Date</b>	<b>Legislated Date (January)</b>
<b>Emergency Procedure Plans</b> or Public Safety Information - inventory and make accessible		2011 and Ongoing	2012
<b>Feedback</b> - ensure feedback system accessible		Nov. 26/09	2015
<b>Accessible formats and communication supports</b> upon request (timely manner, no cost charged if none charged to other persons)		Jan. 1/16	2016
Create inventory of current documents			
Create document renewal plan			
Create Strategic Communication Plan -create processes for flow of documents, who creates source documents, who ensures pdf's are accessible, who checks for accessibility before posting to website, decide on corporate wide fonts, staff training on accessible document creation, analysis of website content and new content (not legislation - would be helpful)			
If creating a new Website WCAG 2.0 Level AA (other than closed caption Live pre-recorded audio)		Huron has not created a new Website	2014
All internet <b>websites</b> and web content WCAG 2.0 Level AA	Dec. 31/18		2021
Review all content on website back to 2012 to ensure everything is accessible	Dec. 31/18		2021

<b>Employment</b>	<b>Proposed Implementation Date</b>	<b>Actual Completion Date</b>	<b>Legislated Date (January)</b>
<b>Workplace Emergency Response</b> for staff		To date, no requests.	2012
<b>Recruitment</b> - notify employees and public regarding availability of accommodation		Dec 31/15 Statement in all recruitment ads.	2016
Notify applicant - availability of <b>accommodation</b> upon request for assessments or selection process		Dec 31/15	2016
Inform employees of <b>policies</b> regarding job accommodations		Dec 31/15	2016
Providing <b>accessible formats and communication supports</b> available to perform job		Jan 1/16 To date, no requests.	2016
Have a Documented <b>Individual Accommodation Plan</b> (IAP)		Jan 1/16 To date, no requests.	2016

Have a Return to Work Process		Jan 1/16	2016
<b>Performance Management</b> takes into account accessibility needs		Jan 1/16	2016
<b>Career Development and Advancement</b> Process takes into account accessibility needs		Jan 1/16	2016
<b>Redeployment</b> process takes into account accessibility needs		Jan 1/16	2016
Continue to proactively remove barriers across employment life cycle allowing employees to reach their full potential		Ongoing	2017-2021
<b>Public Spaces</b>	<b>Proposed Date for Implementation</b>	<b>Actual Date of Completion</b>	<b>Legislated Date (January)</b>
Incorporate <b>Design of Public Spaces</b> on newly developed or redeveloped recreational trails and beach access routes, outdoor public use eating areas, outdoor play spaces, exterior paths of travel, accessible parking and service related elements		Jan 1/17	2017
If developing <b>recreational trails consult with public</b> and persons with disabilities		Not Applicable	2017
Provide <b>maintenance and restoration</b>		Not Applicable	2017
Develop <b>procedures for preventative and emergency maintenance</b> of accessible elements in public spaces		Not Applicable	2017
Develop <b>procedures</b> for dealing with <b>temporary disruptions</b> when accessible elements under public spaces not working		Jan 1/17**	2017
<b>Report on Public Spaces</b> every three years			2020

\*\* The accessible element is the Mail Room service counter itself. When the Mail Room is unexpectedly closed, an email is circulated to the campus community to advise of the closure, as well as a sign posted. Every effort is made to maintain service and avoid an unexpected closure.