

Multi-Year Accessibility Plan for Gelderman Landscape Services

Date Created: October 2013

Last Date of Review: October 2017

AODA Standard	IASR requirement	Due Date	Steps to take	Anticipated Barriers and Plans for Barrier Removal	Target Completion Date	Completion Status
<b><u>IASR General Requirements</u></b>	Create Multi-Year Accessibility Plan	31-Dec-13	Create plan for completion of all elements. Review at least annually	None	1-Dec-13	Completed
	Create policies and procedures for each standard	31-Dec-13	Develop one policy to include all components	None	1-Dec-13	Completed
	Review Plan	31-Dec-14	Review & amend as required	None	1-Dec-14	Completed
	Complete government accessibility report	31-Dec-14	Submit Report	None	11-Dec-14	Completed
	Complete government accessibility report	31-Dec-17	Submit Report	None	1-Dec-17	Completed
	Complete government accessibility report	31-Dec-19	Submit Report	None	1-Dec-19	
<b>Customer Service</b>						
	volunteers on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility	1-Jan-15	Access to AODA customer service training through Greenius. Assign training module to all staff	None	1-Dec-14	Completed
	Consider accessibility features when designing, procuring or acquiring self-kiosks	1-Jan-14	N/A at this time	None	1-Dec-13	Completed
<b>Information &amp; Communications</b>						
	When asked, make your emergency and public safety information accessible to the public	1-Jan-12	ERP plan is available on request	None	1-Nov-13	Completed
	All new internet websites and web content on those sites must conform with WCAG 2.0 level A	1-Jan-14	N/A	None	1-Dec-14	Completed
	Make your feedback processes, like surveys or comment cards, accessible when asked	1-Jan-15	Available on request	None	1-Dec-14	Completed

	Make information about your organization's goods, services and facilities accessible upon request	1-Jan-16	Available on request	None	1-Dec-15	Completed
	All internet website and website content conforms with WCAG 2.0 level AA (excluding live captioning and audio description)	1-Jan-21	Contact Compass Creative	None	1-Dec-20	
<b>Employment</b>						
	When necessary, provide individual plans to help employees with disabilities during an emergency, or emergency information that's formatted so an employee with a disability can understand it.	1-Jan-12	At orientation, 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 * Train Hiring Staff on process	None	1-Dec-12	Completed
	Notify employees and potential hires that accommodations can be made during recruitment, assessment and selection processes for people with disabilities. Includes all FT, PT and seasonal employees	1-Jan-16	Included in AODA policy	None	1-Dec-16	Completed
	Notify new hires and staff of policies for accommodating employees with disabilities	1-Jan-16	Include in orientation package and train current staff	None	1-Dec-16	Completed
	Have in place a written process to develop individual accommodation plans for employees with a disability	1-Jan-16	Develop a process and procedure for these requests	None	1-Dec-16	Completed
	Have a written return to work process in place for employees who have been absent due to a disability	1-Jan-16	Review current process. MUST be documented	None	1-Dec-16	Completed
	Performance management and career development must take the needs of employees with disabilities into account	1-Jan-16	Train Managers on process	None	1-Dec-16	Completed
<b>Design of Public Spaces</b>						

	Make new or redeveloped spaces accessible for public use	1-Jan-17	Ensure Gelderman Construction follows new building codes for projects that involve public spaces such as walks, ramps, parking, slopes, signs, play spaces etc		1-Dec-16	Completed
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