

**The Leo Baeck Day School (LBDS)**  
**Accessibility Plan**  
**Updated: November 1, 2022**

**General**

**Person designated to receive feedback:** Claire Flotner, Director of Operations

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**Employment**

*Recruitment & Hiring*

- LBDS will notify applicants in job postings that accommodation is available and that applications from people with disabilities are encouraged. LBDS will tell applicants that they may ask for accommodations for the interview or assessment
- When making a job offer, LBDS will notify the successful candidate of our accommodation policies and inform them to contact the Director of Operations if they wish to request an accommodation
- Timeline: Immediate

*Individual Accommodation Plans*

- LBDS will develop and document individual accommodation plans for employees with disabilities, which will include:
  - o Opportunity for the employee requesting accommodation to take part in developing the plan
  - o Assessing the employee on an individual basis
  - o Opportunity for the employee to request that a representative from the workplace or union to take part in developing the plan
  - o LBDS may request an evaluation by an outside medical or other expert, at LBDS's expenses, to assist LBDS in determining if or how accommodation can be achieved
  - o The confidentiality of the employee's personal information will be safeguarded at all times
  - o The plan will be reviewed and updated annually or as needed
  - o If applicable, an explanation will be provided outlining why an individual accommodation plan was denied
  - o The plan will be delivered in a format accessible to the employee
- Timeline: Immediate and ongoing

### *Performance Management & Career Development*

- When giving any type of feedback to an employee, LBDS will consider the employee's disability. The same will apply when employees learn new job tasks or take on new responsibilities.
- Employees will have access to documents, coaching and feedback in the formats that work best for them
- Timeline: As requested or required

### *Individualized Emergency Response Plans*

- If an employee requires help in an emergency, LBDS will work with the employee to create an individualized emergency response plan outlining how the help will be provided.
- Timeline: As requested or required

### *Return to Work Process*

- If an employee has been absent from work due to a disability and requires disability-related accommodations to return to work a plan will be documented (note: if the return to work provision under any other law covers an employee's injury or illness, the return to work process under AODA does not apply)
- The return to work process will be in writing and will include the steps taken by the employer to transition the employee back to work and an individual accommodation plan
- Timeline: As requested or required

## **The Built Environment**

As the building was constructed in 1971, prior to the Accessibility for Ontarians with Disabilities' implementation into the Ontario Building Code, the building does not currently meet all requirements.

### 1. *Barrier:*

- The existing elevator cab does not meet with the accessible design size requirement of: "a minimum distance between the walls or between wall and door, excluding return panels, shall not be less than 1725 x 1525 mm (68 in x 60 in)"

### *Action:*

- A passenger elevator in conformance with OBC 3.8.3.5 (CSA B355, "Lifts for Persons with Physical Disabilities").
- Timeline: TBD

### 2. *Barrier:*

- Lack of visual signals

### *Action:*

- Visual signal devices in addition to the existing audible fire alarm system currently limited to the public corridor of the building as per OBC 3.2.4.19
- Timeline: By end of 2023

### 3. *Barrier:*

- Lack of appropriate signage

### *Action:*

- Addition of accessibility signage throughout, identifying washrooms and elevators that accommodate persons with disabilities as per OBC 3.8.3.1
- Timeline: By end of 2023
- 4. *Barrier:*
  - Universal washroom which fully complies with requirements
  - Action:*
    - Updates so that at minimum, one (1) universal washroom fully complies with the requirements set out in OBC 3.8.3.12
    - Timeline: By end of 2023
- 5. *Barrier:*
  - Lack of universal water closet stalls
  - Action:*
    - Updates so that at minimum, there is one (1) barrier-free water closet stall per washroom, where a universal washroom is not provided on the same floor level within 45m of the washroom
    - Timeline: TBD
- 6. *Barrier:*
  - Main entrance
  - Action:*
    - A barrier-free entrance ramp that meets the requirements described in OBC 3.8.3.4
    - Timeline: TBD

### **Information and Communication Technologies (ICT)**

- LBDS will provide or arrange for accessible formats and communication support when providing information to people with disabilities, upon request
- LBDS will work with the person asking for the information to find out what format or support the person needs.
- If conversion to a certain accessible format or communication support is not technically possible, LBDS will explain why and summarize the information
- Accessibility awareness training for educators will be provided by LBDS to all educators
- LBDS will procure accessible versions of print, digital and multimedia resources upon request
- Timeline: As requested or required

#### *Website*

- LBDS will update its website so that people may navigate it using technologies that make browsing possible without certain actions, such as looking at the screen or clicking a mouse
- Timeline: TBD

### **The Procurement of Goods, Services & Facilities**

- When buying and acquiring goods, services or facilities, LBDS will ask these questions to ensure accessibility standards are being met:
  - o For goods

- Can the product be used, for example, by someone:
      - In a seated position?
      - Using one hand, with limited upper body strength?
      - With limited fine motor skills?
      - With vision loss or low vision?
      - With hearing loss?
      - With limited cognitive ability/memory?
      - If accompanied by a service animal?
    - Does the product meet ergonomic standards?
    - Can the product be customized to meet different needs?
    - Are instructions for using the product clear and easy to follow?
    - Are support materials (e.g., manuals or training materials) available in accessible formats at no extra charge?
  - For services
    - Does the firm provide accessible customer service?
    - Can the service provider accommodate the needs of people of all abilities?
    - Will the company use accessible signage, audio and/or print materials?
  - For facilities
    - Can someone using a mobility aid move around the facility?
    - Are signs placed at an accessible height?
    - Does the facility have emergency procedures to assist people with disabilities?
- If LBDS cannot find or use an accessible product, service or facility, LBDS will be prepared to explain why and provide an explanation in an accessible format when requested
- Timeline: Ongoing

### **Transportation**

- Integrated accessible transportation when required. When that is not possible, or not the best option for a student or staff member, LBDS will provide appropriate alternative accessible transportation
- LBDS shall develop individual transportation plans for each student or staff member with a disability. Plans will include various types of arrangements, for instance boarding, securement and debarking. Plans will describe the roles of the transportation provider, that parents or guardians, the student or staff member, the driver and any other school staff involved
- Timeline: As requested or required

### **Consultations**

This plan was created with information from a Condition Assessment Report of the facility completed by Altus Group and following the guidelines of the Accessibility for Ontarians with Disabilities Act. Feedback from persons with disabilities, or any other individual, is welcome and encouraged.