



## POLICIES and PROCEDURES

*"Building on the strengths of young pregnant women,  
young parents and their children"*

St. Mary's Home - Mission Statement

SECTION: A. Organizational Policies, Procedures and Guidelines

SUB-SECTION: Human Resources – Employees

POLICY: **HR A.25 AODA - Integrated Accessibility Standards Regulation (IASR) Customer Service Policy**

CROSS-REFERENCE: CCA-ORG-HR-6.1 PS-3.1

St. Mary's Home Policy: Human Resources – IASR Employees – IASR Information and Communications;  
AODA - Integrated Accessibility Standards Regulation (IASR) Employment Policy

EFFECTIVE DATE: February 13<sup>th</sup>, 2017; August 28<sup>th</sup>, 2017 | REVISION DATE: December 2016, June 2017

### PURPOSE:

- To outline procedures in order to remain compliant specific to the requirements of the Customer Service Standards included in the Integrated Accessibility Standards of the **Accessibility for Ontarians with Disabilities Act, (AODA) 2005.**

### POLICY:

All programs and services provided by St. Mary's Home shall follow the principles of dignity, independence, integration and equal opportunity. St. Mary's Home is in compliance with the **Accessibility for Ontarians with Disabilities Act, 2005.** This policy applies to the provision of goods and services to the public or other third parties, not to the goods themselves. For the purpose of this policy "goods" refers to programs and "customer" refers to clients.

### DEFINITION OF TERMS:

**"Assistive Device"**– Is a technical aid, communication device or other instrument that is used to maintain or improve the functional abilities of people with disabilities. Personal assistive devices are typically devices that customers bring with them such as a wheelchair, walker or a personal oxygen tank that might assist in hearing, seeing, communicating, moving, breathing, remembering and/or reading.

**"Disability"** – The term disability as defined by the **Accessibility for Ontarians with Disabilities Act, 2005, and the Ontario Human Rights Code,** refers to:

- Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- A condition of mental impairment or a developmental disability;
- A learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- A mental disorder; or

- An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

**“Guide Dog”** – Is a highly trained working dog that has been trained at one of the facilities listed in Ontario Regulation 58 under the *Blind Persons’ Rights Act*, to provide mobility, safety and increased independence for people who are blind.

**“Service Animal”** – an animal is a service animal for a person with a disability if:

1. The animal can be readily identified as one that is being used by the person for reasons relating to the person’s disability, as a result of visual indicators such as the vest or harness worn by the animal; or
2. The person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
  - A member of the College of Audiologists and Speech-Language Pathologists of Ontario;
  - A member of the College of Chiropractors of Ontario;
  - A member of the College of Nurses of Ontario;
  - A member of the College of Occupational Therapists of Ontario;
  - A member of the College of Optometrists of Ontario;
  - A member of the College of Physicians and Surgeons of Ontario;
  - A member of the College of Physiotherapists of Ontario;
  - A member of the College of Psychologists of Ontario; or
  - A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario.

**“Service Dog”** – As reflected in *Health Protection and Promotion Act, Ontario Regulation 562* a dog other than a guide dog for the blind is a service dog if:

- It is readily apparent to an average person that the dog functions as a service dog for a person with a medical disability; or
- The person who requires the dog can provide on request a letter from a physician or nurse confirming that the person requires a service dog.

**“Support Person”** – a support person means, in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care, medical needs or access to goods and services.

**GUIDELINES:**

In accordance with the Customer Service Standards, this policy addresses the following:

- The Provision of Goods and Services to Persons with Disabilities;
- The Use of Assistive Devices
- The Use of Guide Dogs, Service Animals and Service Dogs
- The Use of Support Persons
- Notice of Service Disruptions
- Customer Feedback
- Training
- Notice of Availability and Format of Required Documents

PROCEDURES:

**A. The Provision of Goods and Services to Persons with Disabilities**

St. Mary's Home will make every reasonable effort to ensure that its policies, practices and procedures are consistent with the principles of dignity, independence, integration and equal opportunity by:

- Ensuring that all customers receive the same value and quality;
- Allowing customers with disabilities to do things in their own ways, at their own pace when accessing goods and services as long as this does not present a safety risk;
- Using alternative methods when possible to ensure that customers with disabilities have access to the same services, in the same place and in a similar manner;
- Taking into account individual needs when providing goods and services; and
- Communicating in a manner that takes into account the customer's disability.

**B. The Use of Assistive Devices**

Customer's Own Assistive Device(s)

- Persons with disabilities may use their own assistive devices as required when accessing goods/programs or services provided by St. Mary's Home; and
- In cases where the assistive device presents a safety concern or where accessibility might be an issue, other reasonable measures will be used to ensure the access of goods and services. For example, open flames and oxygen tanks cannot be near one another. Therefore, the accommodation of a customer with an oxygen tank may involve ensuring the customer is in a location that would be considered safe for both the customer and business. Or, where elevators are not present and where an individual requires assistive devices for the purposes of mobility, service will be provided in a location that meets the needs of the customer.

**C. Guide Dogs, Service Animals and Service Dogs**

- A customer with a disability that is accompanied by guide dog, service animal or service dog will be allowed access to premises that are open to the public unless otherwise excluded by law. "No pet" policies do not apply to guide dogs, service animals and/or service dogs.

Food Service Areas

- A customer with a disability that is accompanied by guide dog or service dog will be allowed access to food service areas that are open to the public unless otherwise excluded by law.

Other types of service animals are not permitted into food service areas due to the *Health Protection and Promotion Act, Ontario Regulation 562 Section 60*.

Exclusion Guidelines

- If a guide dog, service animal or service dog is excluded by law (see applicable laws below) St. Mary's Home will offer alternative methods to enable the person with a disability to access goods and services, when possible (for example, securing the animal in a safe location and offering the guidance of an employee).

Applicable Laws

**Food Safety and Quality Act 2001, Ontario Regulation 31/05:** Animals not intended for slaughter or to be euthanized are not allowed in any area or room of a meat plant. It also makes an exception for service dogs to allow them in those areas of a meat plant where food is served, sold or offered for sale to customers and in those areas that do not contain animals or animal parts and are not used for the receiving, processing, packaging, labelling, shipping, handling or storing of animals or parts of animals.

**The Health Protection and Promotion Act, Ontario Regulation 562 Section 60**, normally does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale. It does allow guide dogs and service dogs to go into places where food is served, sold or offered for sale. However, other types of service animals are not included in this exception.

**Dog Owners' Liability Act, Ontario**: If there is a conflict between a provision of this Act or of a regulation under this or any other Act relating to banned breeds (such as Pit Bulls) and a provision of a by-law passed by a municipality relating to these breeds, the provision that is more restrictive in relation to controls or bans on these breeds prevails.

**Recognizing a Guide Dog, Service Dog and/or Service Animal:**

- If it is not readily apparent that the animal is being used by the customer for reasons relating to his or her disability, St. Mary's Home may request verification from the customer.

**Care and Control of the Animal:**

- The customer who is accompanied by a guide dog, service dog and/or service animal is responsible for maintaining care and control of the animal at all time.

**Allergies**

- If a health and safety concern presents itself for example in the form of a severe allergy to the animal, St. Mary's Home will make all reasonable efforts to meet the needs of all individuals.

#### **D. The Use of Support Persons**

- If a customer with a disability is accompanied by a support person, St. Mary's Home will ensure that both persons are allowed to enter the premises together and that the customer is not prevented from having access to the support person.;
- There may be times where seating and availability prevent the customer and support person from sitting beside each other. In these situations St. Mary's Home will make every reasonable attempt to resolve the issue; and
- In situations where confidential information might be discussed, consent will be obtained from the customer, prior to any conversation where confidential information might be discussed.

**Admission Fees**

- Where St. Mary's Home requires a support person to accompany a person with a disability, and where the person with a disability has agreed to the accompaniment, St. Mary's Home will not charge the support persons any fees or fares.

#### **E. Notice of Disruptions in Service**

Service disruptions may occur due to reasons that may or may not be within the control or knowledge of St. Mary's Home.

- In the event of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use St. Mary's Home goods or services, reasonable efforts will be made to provide advance notice. In some circumstances such as in the situation of unplanned temporary disruptions, advance notice may not be possible; and

- In the event that a notification needs to be posted the following information will be included unless it is not readily available or known:
  - Goods or services that are disrupted or unavailable;
  - Reason for the disruption;
  - Anticipated duration; and
  - A description of alternative services or options.

#### Notification Options

When disruptions occur St. Mary's Home will provide notice by:

- posting notices in conspicuous places including at the point of disruption, at the main entrance and the nearest accessible entrance to the service disruption and/or on the St. Mary's Home website;
- contacting customers with appointments;
- verbally notifying clients / visitors when they are making an appointment; or by any other method that may be reasonable under the circumstances.

#### **F. Customer Feedback**

- St. Mary's Home shall provide customers with the opportunity to provide feedback on the service provided to customers with disabilities;
- Information about the feedback process will be readily available to all customers and notice of the process will be made available online and in hard copy available at reception;
- Feedback forms along with alternate methods of providing feedback such as verbally (in person or by telephone) or written (hand written, delivered, website or email), will be available upon request;
- Customers who wish to provide feedback by completing an onsite customer feedback form or verbally can do so directly to the Executive Director; and
- Customers who provide formal feedback will receive acknowledgement of their feedback, along with any resulting actions based on concerns or complaints that were submitted.

#### Submitting Feedback

Customers can submit feedback to:

Executive Director

613-749-0340 ext. 732

780 de l'Église St, Ottawa, ON K1K 3K7

kathleencummings@stmaryshome.com

#### **G. Training**

Training will be provided to:

- Every person who is an employee of, or a volunteer with, the provider;
- Every person who participates in developing the provider's policies; and
- Every other person who provides goods, services or facilities on behalf of the provider.

#### Training Provisions

Regardless of the format, training will cover the following:

- A review of the purpose of the Accessibility for Ontarians with Disabilities Act, 2005;
- A review of the requirements of the Customer Service Standards;
- Instructions on how to interact and communicate with people with various types of disabilities;

- Instructions on how to interact with people with disabilities who:
  - use assistive devices;
  - require the assistance of a guide dog, service dog or other service animal; or
  - require the use of a support person (including the handling of admission fees).
- Instructions on how to use equipment or devices that are available at our premises or that we provide that may help people with disabilities;
- Instructions on what to do if a person with a disability is having difficulty accessing your services; and
- St. Mary's Home policies, procedures and practices pertaining to providing accessible customer service to customers with disabilities.

#### Training Schedule

- St. Mary's Home will provide training for its employees and volunteers regarding the IASR and the **Ontario Human Rights Code** as they pertain to individuals with disabilities;
- Training will also be provided to:
  - Individuals who are responsible for developing St. Mary's Home policies
  - All other persons who provide goods, services or facilities on behalf of St. Mary's Home
- Training will be provided as soon as is reasonably practicable, but no later than 30 days from date of hire; and
- Training will be provided on an ongoing basis to new employees and as changes to St. Mary's Home accessibility policies occur.

#### **H. Acknowledge and Agreement Statement**

- All employees are required to sign a St. Mary's Home Acknowledge and Agreement Statement Form upon hire indicating that they have read and understood St. Mary's Home policies. Failure to adhere to this or any other St. Mary's Home policies will lead to disciplinary action up to and including termination of employment.