



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURES

NOTIFICATION OF DISRUPTION OF SERVICE (Policy Statement: Accessibility Standards for Customer Service)

Purpose

When services that are normally provided to a person with a disability are temporarily unavailable such as access to an elevator, a disruption of service notice will be posted at the site and on the website.

As members of the general public, people with disabilities may rely on certain facilities, services or systems in order to access the services of the school or board offices. Escalators and elevators, for example, are important to people with mobility disabilities because that may be the only way they can access the premises. Other systems and services designed to meet the needs of people with disabilities can include accessible washrooms, amplification systems, and note-taking or TTY services. When those facilities or services are temporarily unavailable, or if they are expected to be temporarily unavailable in the near future, a notice of disruption of service is required.

Generally, disruptions to all of the Board's services, such as during a major storm or power outage, do not require this special notice however, if the disruption has a significant impact on people with disabilities, a notice of disruption should be provided.

References

Canadian Charter of Rights and Freedom

Ontario Human Rights Code

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Accessibility Standards for Customer Service, Ontario Regulation 429/07

Procedures

1. Supervisory Officers, Principals, Departmental Managers, Board Communications Officer will ensure that the users of Board and school services are notified when there is a disruption in services that may have an impact on access to services by people with disabilities.
2. Notice of Service Disruption may be given by posting the information at a conspicuous place at or in the school or at or in board facilities. Other options that may be used include: posting on the Board and/or school website; through direct communication with users of the service in accordance with school practices.
 - 2.1 Consideration should be given to providing notice in multiple formats.

- 2.2 if the disruption is planned, notice should be provided in advance of the disruption. If the notice is unplanned, notice should be provided as soon as possible after the disruption has been identified.
3. The notice of disruption of service must include information about the reason for the disruption, its anticipated duration and a description of alternate facilities or services, if any, that are available.

SAMPLE NOTICES

Sample 1 – Access to School Building

To: Parents, Guardians and Community Users of our School

Maintenance work will make the main door of the school and the access ramp inaccessible from May 1 to May 8. A temporary ramp has been set up that gives access to the door at the east of the school building. We regret this inconvenience. If you have questions or concerns, please contact _____ at [phone number].

Thank you.
Principal

Sample 2 – Accessible Washroom

To: Visitors to the School Board Office

Our accessible washroom is out of service due to a broken pipe. Repairs are underway and the washroom is expected to be usable again by tomorrow. In the interim, we have made arrangements for our visitors to use the accessible washroom at 123 Main Street, which is located next door to our premises. We apologize for this inconvenience.

Thank you.
Controller of Plant and Planning

Approved: October 27, 2009

Updated: December 12, 2013