



Prairie Rose School Division Accessibility Plan 2021-2023



This document is available in alternate formats on request.



Prairie Rose School Division

Accessibility Plan

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References:

The Accessibility for Manitobans Act
www.accessibilitymb.ca



Prairie Rose School Division

Accessibility Plan

Part 1. Baseline Report

Barriers: Accessing Programs, Facilities and Services

Prairie Rose School Division (PRSD) has identified two general types of barriers Manitobans may face in accessing programs, facilities and services:

1. Physical barriers (access) to people with disabilities in a way that considers their disabilities.
2. Communication barriers (access) to people with disabilities in a way that considers their disabilities.

Overview of Programs and Services

Prairie Rose School Division has a population of 2333 students and employs 410 staff members. The schools in the Division include 17 Hutterian and 9 community Schools and an Adult Learning Center. The Division offers a variety of programs to meet the needs of its students; these include English Language, French Immersion, Technology Studies and Adult Education. The schools provide enrichment programs and supports for students with special needs within the child's "home school".

Prairie Rose School Division extends north and south from the community of St. Laurent to Miami Colony and east and west from the community of St. François Xavier to Eagle Creek Colony. It encompasses an area of approximately 1400 square miles or 3580 square kilometers.

Prairie Rose School Division is committed to providing quality educational programs and opportunities for its community of learners. PRSD is committed to creating a safe, inclusive and respectful learning environment to support and enable learners to develop the knowledge, skills and values to reach their full potential.

As a part of the school and divisional environment, Prairie Rose School Division provides public access to schools for events such as open house, concerts, sporting events, awards, and student led conferences. Prairie Rose School Division is supportive of day care, nursery school, and before and after school care programs.

The Community use of Schools programs offered for the public include courses and workshops for leisure and fitness programs. The schools are an integral part of the community, with many public groups accessing school facilities in the evenings and weekends.

Accessibility Achievements

Prairie Rose School Division has included within their Vision and Values statements a commitment to provide a diverse education in a safe supportive environment, and value the diversity of individuals and communities. The current policies/procedures that promote accessibility include:

Vision and Mission

Respect for Human Diversity

Use of Service Animal

Student Rights and Responsibility

Code of Conduct-Safe Schools

Behavior Policy

Harassment

Work Place Health and Safety

Student Health Services and Requirements

Prairie Rose School Division has an “Established Accessibility Working Group” which consists of representation of the Division. The Accessibility Committee meets on a regular basis to review initiatives working towards accessibility.

The Accessibility Committee has developed a process for responding to request for accessibility supports and services, and has communicated this process to all staff and community.

PRSD has implemented and continues to ensure all employees receive the mandatory accessibility training. The Human Resource department has tracked all training sessions provided, and all new employees are required to take the training.

The Facilities and Safety Supervisor continues to identify physical barriers within our schools and divisionally owned properties. Renovations to buildings are completed to code with attention to a barrier free design. (See Appendix: Accessibility Physical Upgrades)

The Accessibility Coordinator reports to the Board and Senior Administration on a regular basis. The committee continues to track progress on challenges, and requests for accommodations with budgetary implications.

Barriers to Accessibility

The largest barrier that Prairie Rose School Division faces is cost. The largest task will be to upgrade aging facilities and buildings to meet accessibility standards and maintain those standards. Other barriers include communication/website, space, and attitudes. Time will be another barrier with a definite link to cost.

Part 2. Accessibility Plan

Statement of Commitment

Prairie Rose School Division is committed to providing equal access and participation for people with disabilities. We are committed to treating people with disabilities in ways that allow them to maintain their dignity and independence. We believe in inclusion. We are committed to meeting the needs of people who face accessibility barriers. We will do this by identifying, removing and preventing barriers and by creating the requirements of the Accessibility for Manitobans Act (AMA).

Policies

A. Prairie Rose School Division will adhere to the Accessibility for Manitobans Act.

Actions

Action 1 – Development of procedures related to accessibility	
<i>Initiatives/Actions</i>	<i>Expected Outcomes</i>
<ol style="list-style-type: none">1. Develop and review existing procedures and policies that will increase accessibility.2. The committee will meet on a regular basis to review and develop procedures related to accessibility. These procedures will be part of the Accessibility Plan (Appendix A).	<ol style="list-style-type: none">1. The following Procedures will be developed:<ol style="list-style-type: none">A) Communication NeedsB) Accommodate use of Assistive DevicesC) Maintain Accessibility FeaturesD) Accessibility Features (Un)AvailabilityE) TrainingF) Responding to Feedback

Action 2 – Offer and provide information in an accessible format on request	
<i>Initiatives/Actions</i>	<i>Expected Outcomes</i>
<ol style="list-style-type: none">1. Accessibility working group will continue to develop the process for responding to request for accessible supports and services2. Accessibility Coordinator to communicate process to all staff and community	<ol style="list-style-type: none">1. Advertising the availability of alternate formats and developing deliverables

Action 3 – Staff Awareness and Training

<i>Initiatives/Actions</i>	<i>Expected Outcomes</i>
1. HR to continue to offer accessibility training/awareness to all PRSD employees.	1. Staff understand accessibility and supports implementation of the plan

Action 4 – Identification of Physical and Communication Barriers

<i>Initiatives/Actions</i>	<i>Expected Outcomes</i>
1. The Facilities and Safety Supervisor will continue to develop a tool for identification of barriers.	1. A tool for identification of barriers will be utilized in all schools and divisional buildings.

Action 5 – Monitor Progress

<i>Initiatives/Actions</i>	<i>Expected Outcomes</i>
1. Accessibility Coordinator, with assistance of working group, to track progress on challenges, and requests for accommodations with budgetary implications. 2. Accessibility Coordinator to report quarterly to senior administration 3. Future plans and budgets to be integrated into operational plans 4. Communications to include an annual report on progress on AMA in PRSD	1. Senior management is aware of progress on AMA compliance and considers future plans 2. All stakeholders are aware of progress on AMA in PRSD 3. Accessibility plan is posted on website and available in alternate formats.

Contact

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Senior Management: Terry Osiowy, Superintendent/CEO

Date: May 2021

Appendix



Prairie Rose School Division

Accessibility Physical Upgrades 2019-2020

Elm Creek School

1. Ramp built for the new portable
2. New sinks installed with automatic shut off lever handle faucets in washrooms
3. All existing knob style doorknobs replaced with lever style
4. Front service counter modified and made wheelchair accessible

St François Xavier School

1. Automatic handicap door openers installed to front entrance
2. Automatic handicap door openers installed to washrooms
3. Handrails installed all around the hallways
4. Automatic shut off lever handle faucets installed in washrooms

École St. Eustache

1. New sinks with automatic shut off lever handle faucets installed in washrooms
2. Repaired and regraded gym entrance to be wheelchair accessible
3. All existing knob style doorknobs replaced with lever style

Carman Elementary

1. All existing knob style doorknobs replaced with lever style
2. New sinks with automatic shut off lever handle faucets installed in washrooms
3. Front service counter modified and made wheelchair accessible

Carman Collegiate

1. All existing knob style doorknobs replaced with lever style
2. New sinks with automatic shut off lever handle faucets installed in washrooms
3. Relocated automatic handicap door opener to front entrance
4. Repaired and redesigned threshold to accommodate a wheelchair

Miami School

1. New sinks with automatic shut off lever handle faucets installed in washrooms
2. Started to replace existing knob style doorknobs with lever style

Divisional Board Office

1. Booked replacement of the front entrance doors which will include handicap openers
2. Booked the repair and redesign of the front steps to accommodate wheelchair access
3. Front service counter modified and made wheelchair accessible



Prairie Rose School Division

Accessibility Physical Upgrades 2020-2021

Carman Elementary

1. New ramp to student bus drop off entrance
2. ADA wall mounted compliant water fountains
3. Installed automatic hand sanitizer dispensers

Carman Collegiate

1. ADA wall mounted compliant water fountains
2. Installed automatic hand sanitizer dispensers

Roland School

1. New accessibility washroom
2. New ADA compliant faucets
3. ADA wall mounted compliant water fountains
4. Installed automatic hand sanitizer dispensers

Miami School

1. ADA wall mounted compliant water fountains
2. Installed automatic hand sanitizer dispensers

Elm Creek School

1. New barrier free washroom
2. ADA wall mounted compliant water fountains
3. Installed automatic hand sanitizer dispensers

St François Xavier School

1. Accessibility Chair/seat for an outside swing set
2. ADA wall mounted compliant water fountains
3. Installed automatic hand sanitizer dispensers

St. Paul's Collegiate

1. New entrance with ramp and automatic door opener
2. ADA wall mounted compliant water fountains
3. Installed automatic hand sanitizer dispensers

École St. Eustache

1. ADA wall mounted compliant water fountains
2. Installed automatic hand sanitizer dispensers

St. Laurent School

1. New ADA compliant faucets
2. ADA wall mounted compliant water fountains
3. Installed automatic hand sanitizer dispenser



Prairie Rose School Division

Customer Service Regulation

PRSD is committed to complying with the Accessibility Standard for Customer Service under The Accessibility for Manitobans Act. Our policies and procedures reflect the principles of dignity, independence, integration and equal opportunity for people with disabilities.

If a barrier to accessing our goods or services cannot be removed, PRSD seeks to provide alternate ways to access the goods or services.

The following statements and procedures are intended to meet the requirements of the Accessibility Standard for Customer Service.

This procedure applies to all stakeholders (students, parents/guardians, community members, employees, volunteers, or others)

1. MEET COMMUNICATION NEEDS.

PRSD meets the communication needs of our stakeholders.

Procedures:

- To meet communication needs, when appropriate PRSD offers to communicate in different ways, such as writing out information, reading aloud, and taking extra time to explain.
- Other examples include but are not limited to:
 - keep paper and pens available for communication
 - offer a chair when longer conversations are needed
 - offer a quieter space
 - sit down to engage with someone using a wheelchair
- All of our publications include the statement: “This publication is available in alternate formats on request.” We also specify how a person can request an alternate format.
- PRSD uses signs and documents that are easy to read, taking into consideration the use of plain language, larger fonts, colour contrast, and text is separated from images.

2. ACCOMMODATE THE USE OF ASSISTIVE DEVICES.

PRSD accommodates the use of assistive devices when stakeholders are accessing our goods, services or facilities.

Procedures:

- PRSD does not touch or move assistive devices without permission.
- PRSD provides training in the use of assistive devices as required.
- In cases where the assistive device presents significant and unavoidable health or safety concerns, PRSD attempts to use other measures to ensure the person with disabilities can access our goods, services, or facilities.

3. WELCOME SUPPORT PERSONS

PRSD welcomes support persons and we let the public know in advance if support persons have to pay admission or service fees.

Procedures:

- PRSD addresses the stakeholder, not the support person, unless requested by the stakeholder to do otherwise.
- PRSD makes space for support persons on-site and ensure stakeholders have access to their support persons at all times.
- PRSD waives admission or service fees for support persons.
- PRSD shares information about fees for support persons.

4. ALLOW SERVICE ANIMALS.

PRSD supports and recognizes that the use of a certified service animal may be required.

Reference procedure AP#220 – Use of a Certified Service Animal

5. MAINTAIN ACCESSIBILITY FEATURES.

To ensure barrier-free access to our goods, services or facilities, PRSD maintains our accessibility features so they can be used as intended.

Procedures:

- PRSD organizes our space so that there is room for people with wheelchairs, electric scooters, and walkers.
- PRSD seating accommodates people of varying sizes and abilities.
- PRSD keeps hallways, aisles, entrance and reception areas, waiting rooms and meeting rooms clear of clutter.
- PRSD keeps our entrance area clear of ice and snow.
- PRSD places standing signs out of the way to avoid tripping hazards.
- PRSD provides goods and/or services to the stakeholder when our premises and structures are not accessible.
- Alternatives to our accessibility features include providing service at alternate locations.

6. LET THE PUBLIC KNOW WHEN AND WHY AN ACCESSIBILITY FEATURE IS UNAVAILABLE.

PRSD lets the public know when and why an accessibility feature is temporarily unavailable, how long it will be unavailable, and other ways to access our goods and services.

Procedures:

- If one of PRSD's accessibility features becomes temporarily unavailable, we prepare and post a notice and/or announcement about the disruption, the reason for the disruption, how long it will last, and whether there are other ways we can provide access to our goods and services (e.g., by using an alternate entrance).
- If requested, PRSD works with the customer to find other ways to provide goods and services.
- PRSD lets the public know about disruptions in the following ways

- posted on website, on social media, and/or in newsletters
- posted at our building entrance, reception desk and/or in high traffic areas
- included in posters, brochures, pamphlets and/or advertisements
- through employees, volunteers or management (in person, by phone or through recorded greetings)
- through a public address system or intercom

7. WELCOME AND RESPOND PROMPTLY TO FEEDBACK.

PRSD welcomes and respond promptly to feedback we receive on the accessibility of our goods and services.

PRSD documents the actions we take to respond to the feedback we receive, and that information is available on request in a format that meets the individual's communication needs.

Procedures:

- PRSD invites feedback in the following ways:
 - Visit our reception desk, or contact us by phone or email
- All feedback is directed to the appropriate administrator/supervisor who determines what action, if any, should occur.
- If the feedback requires us to follow-up, the stakeholder is notified that the request is being reviewed and when they can expect a response.
- PRSD lets the stakeholder know what action we will take to address their feedback, if any.
- We respond to feedback in a way that meets the communication needs of the individual.

8. PROVIDE THE REQUIRED TRAINING TO EMPLOYEES AND VOLUNTEERS

PRSD provides the required training on accessible customer service to employees and volunteers. We are trained on:

- How to interact and communicate with people who face barriers to accessing goods and services, use assistive devices, are assisted by a support person and/or are assisted by a service animal.
- How to use any equipment or assistive devices that are available on-site.
- An overview of The Accessibility for Manitobans Act, The Human Rights Code (Manitoba), and the Customer Service Standard.
- PRSD organizational policies, procedures, including updates or changes.

Procedures:

- PRSD trains new employees and volunteers upon hiring.
- PRSD provides refresher training, including updates to policies, practices and measures.
- Human Resources records who has taken training and when.

9. WE MAKE OUR PUBLIC EVENTS ACCESSIBLE

PRSD takes reasonable steps to make our public events accessible in four areas: publicizing, meeting spaces, meeting participant needs, and letting the public know that relevant accommodations can be made on request.

- Public events include but are not limited to meetings, presentations, consultations, sporting events, concerts, etc.

Procedures:

- PRSD lets the public know that our public events are accessible and that they can request accessibility accommodations in the following ways:
 - posted on website, on social media, and/or in newsletters
 - posted at our building entrance, reception desk and/or in high traffic areas
 - included in posters, brochures, pamphlets and/or advertisements
 - through employees or volunteers (in person, by phone or through recorded greetings)
 - through a public address system or intercom

This information is available in alternate formats on request.



Prairie Rose School Division

Accessible Employment

The intention of this procedure and commitment of the Prairie Rose School Division is to comply with the Accessibility Standard for Employment under The Accessibility for Manitobans Act. This procedure applies to all policies, practices, and measures in order to reflect and ensure that the principles of dignity, independence, integration, and equal opportunity are in place for people with disabilities.

The ultimate goal is to identify and remove barriers within our organization. Where a barrier is impossible to remove, PRSD will seek reasonable accommodations for affected employees.

This procedure applies to every person who acts on behalf of PRSD, whether the individual is an employee, agent, volunteer, or otherwise.

DEFINITIONS

Accessible Formats: include but are not limited to: accessible electronic formats, braille, text transcripts, large print, recorded audio, and other formats accessible to persons with disabilities.

Communication Supports: include but are not limited to: captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communications.

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

Barrier: defined by the *Accessibility to Manitobans Act* as a long-term physical, mental, intellectual, or sensory impairment affecting an individual. A barrier is also anything that interacts with that impairment in a way that may hinder the person's full and effective participation in society on an equal basis.

PRE-EMPLOYMENT & EMPLOYMENT ACCESSIBILITY

1. Remove Barriers to the Recruitment and Selection Process

PRSD will ensure that potential applicants are informed of reasonable accommodations available to people with disabilities during the recruitment and selection process. PRSD will consult with individuals upon receiving a request for accommodation and respond to all inquiries to provide reasonable accommodation.

PRSD will include a statement on all job advertisements to notify potential candidates that accommodations are available to applicants with disabilities. We will work with the applicant and utilize the best practices to provide reasonable accommodation where requested.

2. Communication of workplace accommodation

PRSD will notify successful applicants of the policies, procedures, and practices for accommodating employees with disabilities when making offers of employment and during new employee orientation. We will keep our employees updated on policy changes.

PRSD will include information regarding the policies and procedures used to support its employees with disabilities in the *Letter of Offer* for new hires. All relevant information will also be provided to new employees as soon as practicable during the new employee orientation and onboarding process.

PRSD is committed to providing information in a way that meets the needs of its employees with disabilities by communicating all updates regarding accommodation measures, practices, policies, and procedures. PRSD will utilize multiple communication formats and methods, including but not limited to: accessible electronic formats, braille, text transcript, large print, recorded audio, and other access methods, to persons with disabilities. When information changes, the PRSD will ensure that its employees are updated, and such changes are communicated in multiple ways such as: posting information on an internal site, public website, social media, newsletters, blogs, memos, and through staff emails.

3. Individualized accommodation request procedure and plan

PRSD has developed an *Accessibility Plan* that outlines the spirit and our commitment to provide accessibility for people with disabilities within our operation. PRSD's *Accessibility Plan* contains a provision that allows individuals, and our employees, to submit an accommodation request. Upon request, PRSD will provide reasonable accommodation for employees with disabilities through the development of individualized plans. These individualized plans will be subject to review on a regular basis and over the course of employment.

The individualized accommodation plan will be developed and documented upon request from an employee with disabilities and will include the following aspects: accessible format and communication that supports the needs of the employee, workplace emergency response information, details regarding how and when any other accommodations are provided, and when the plan is reviewed. All requests will be assessed on an individual and case by case basis. Documentation from a health practitioner that supports the need for accommodation may be requested. The employee who requests an accommodation plan will be encouraged to provide all relevant information and required to participate in the accommodation process by taking part in the following activities:

- Assessment
- be collaborative with the direct supervisor in developing appropriate accommodation solution(s)
- be in compliance with the developed individualized accommodation plan
- offering feedback related to modifications (including whether the accommodation is no longer required)

Supervisors will be required to review the agreed-upon schedule and accommodation plan with the employee on a regular basis. Supervisors will review and update individualized plans when: the employee's workplace is modified or relocated, responsibilities of the employee have changed, changes to the workplace have occurred that may affect the accommodation, the physical capabilities of the employee changes, or if the employee requests a review or update of the accommodation plan. Supervisors are

required to respond to requests as soon as practicable and in a timely manner. Supervisors will make reasonable adjustments and accommodations in order to address any changes associated with the accommodation plan.

PRSD may deny an employee's request for an individualized accommodation plan in the following circumstances:

- The employee is capable of performing most of the job duties without accommodation
- The independent regulated health care provider professional(s) does not support the employee's self-assessed requirement for workplace accommodation
- Our research and evidence show that the accommodation request would cause undue hardship, such as creating a safety risk to the individual, other personnel, or a significant measurable financial burden
- The functional limitation is a bona fide work requirement where the requested accommodation will not enable the employee to perform the job's essential functions
- The employee's request for reasonable accommodation is primarily for non-disability reasons rather than because of a disability

PRSD will maintain employee privacy regarding all accommodation requests, plans, and personal health information in compliance with current legislation and follow the Privacy Maintenance of the herein document.

WORKPLACE EMERGENCY RESPONSE INFORMATION

PRSD will advise all employees on what steps to take in the event of a workplace emergency to ensure the safety of temporarily or permanently disabled employees. We ensure our workplace emergency response information is specific to each individual's needs, while also taking into account the physical nature of an employee's workplace. Once we know an employee requires assistance during a workplace emergency, we will offer the employee an individual workplace emergency response plan within a reasonable time frame.

The workplace emergency response information provided is reviewed every time:

- The employee moves to a different workspace or location within the organization
- The employee's workspace is modified
- We are informed of any changes regarding an individual's disability (ie: a temporary disability no longer exists, etc.)
- Plans are reviewed, and changes are made that would affect the employee's response to an emergency in the workplace

Should an employee require the assistance of another person during an emergency, PRSD will obtain consent from the employee who will be assisting, and we inform that person on how to assist.

PRSD will inform its employees of the workplace emergency response information during orientation, along with the building emergency plans, and inquire of staff as to whether they need assistance during an emergency.

Regular review and discussion of general accessibility will be included in the Workplace Health and Safety Committee meeting agenda. Identification of the barriers will be part of the Workplace Health and Safety inspections.

During regular fire drills or emergency evacuation activities where an individual cannot descend the stairs in order to exit the building, PRSD will identify someone (with their permission) who will remain with that individual in a designated "safe" area. The proper means of communication will be established between the employees and the person in charge to ensure constant two-way contact during the emergency. The person acting as Fire Marshal notifies the fire department regarding the number and location of employees still in the building.

CAREER DEVELOPMENT AND PERFORMANCE MANAGEMENT

PRSD will take into account the accessibility needs and/or individual accommodation plans of employees when:

- Using performance management processes
- Providing career development, training, and advancement opportunities
- Using transfer and reassignment

Career Development Practices and Measures

When PRSD provides career development and training, or internal advancement opportunities/reassignment, we ensure the process for selecting and recruiting candidates considers that an employee may be temporarily or permanently disabled by one or more barriers in the workplace. We take into consideration any individualized accommodation plan already in place or that one may need to be established as a result of career development or advancement opportunities. Our practices and measures are created to ensure that workplace accommodations do not negatively affect access to career development for any employee with disabilities, to the best of our ability.

Performance Management Practices and Measures

PRSD utilizes a performance management system of reflective dialogue to ensure employees receive timely feedback and evaluation during performance reviews, where discussions of progress, new goals, and challenges occur. Existing, or newly required workplace accommodations, including individualized accommodation plans and emergency assistance, will be part of the discussion and subject to review with staff.

Health and Safety is a subject for review during a performance appraisal with PRSD employees, including following policies and procedures, meeting expectations, and adhering to accommodation plans and emergency protocols. Should an employee require human resource interventions due to not following the established PRSD policies and procedures, PRSD will implement a progressive disciplinary action plan while considering whether there is a connection between concerns about job performance and workplace barriers, before addressing an issue.

STAFF TRAINING

PRSD provides training to its staff on how to accommodate employees with a disability throughout their employment, including but not limited to: recruiting, selecting and training employees, supervising, managing or coordinating employee's work activities, promoting, redeploying, reassigning or terminating, and developing and implementing new employment practices and policies.

PRSD develops and provides the training that includes the following content:

- How to make employment opportunities accessible to people with disabilities
- How to interact and communicate with applicants or employees who face barriers, use assistive devices, or are assisted by a support person or service animal
- An overview of our accessibility information, policies, plans, and The Accessibility for Manitobans Act, The Human Rights Code (Manitoba), and the Accessible Employment Standard

PRSD trains its employees and managers as soon as reasonably possible. New employee training includes the overview of accessible employment policy and practices and accommodation process. PRSD communicates refresher training and policy updates to staff on a regular basis.

RETURN TO WORK / MODIFIED DUTIES

PRSD is committed to providing a safe and healthy working environment for employees who are (or have been) absent from work due to a disability or health condition and who require a reasonable accommodation in order to return to work.

PRSD will communicate with all parties involved to determine reasonable accommodation and provide meaningful work to the affected employee, within modified duties or alternative work that are safe and within the employee's functional abilities. PRSD's goal is to assist an employee with gradually returning to work to their full capacity.

PRIVACY MAINTENANCE

PRSD adheres to the requirements outlined in the legislation that addresses individual privacy rights, such as *The Freedom of Information and Protection of Privacy Act* of Manitoba and *The Personal Health Information Act* of Manitoba. PRSD respects and protects the privacy and confidentiality of its employees as well as the employee's personal health information. PRSD only collects, uses, and discloses the information required for the purposes of the Accessibility Standard for Employment unless otherwise agreed to by the employee.

PRSD follows proper protocols when storing confidential employee information, including but not limited to: confidential forms, locking file storage, levels of security "permissions" required for human resources and managers to access personal health information.

RECORD KEEPING

PRSD keeps a written record of its accessibility and training policies, procedures, and training materials. These documents include a summary of the training material's content and the date when the training was offered. PRSD staff, managers, and the public are made aware of PRSD's policies and procedures. Along

with other related information, these policies are available upon request, in a format accessible for the user.

PRSD will inform the public and its staff regarding accessibility through training, policies/procedures, PRSD website, social media accounts, newsletters, job postings, advertising of events, and posters. Information will be distributed to all PRSD locations and will be located in offices and entrances. PRSD provides all relevant information within a reasonable timeframe, and in a format that meets the needs of individuals with a disability, at no additional cost.

Reference:

The Accessibility for Manitobans Act (CCSM C A1.7)

The Accessibility for Manitobans Act – Customer Services Standard Regulation Respect for Human Diversity and Equity Education

Canadian Charter of Rights and Freedoms Manitoba Human Rights Code

Public Schools Act

Sample Accessible Employment Policy For Public Sector Organizations – Disabilities Issues Office (DIO) Employer's Handbook on the Accessibility Standard for Employment



Prairie Rose School Division

Individualized Accommodation Plan

1. Request for an individualized accommodation plan

PRSD support employees by providing reasonable accommodations in the workplace. An employee may make a verbal request or send a written request to their administrator, supervisor, or human resources for an individualized accommodation plan.

2. Assessment of employee and accommodation required

PRSD will assess the employee and possible accommodations on an individual basis.

PRSD may request, and cover costs for, an evaluation by an independent regulated health professional or other practitioner in the area of workplace accommodations for employees with disabilities.

3. Assistance to the employee in developing the accommodation plan

An employee may request assistance in the development of the plan, including:

- a representative of the bargaining agent (union) if applicable
- another person who is knowledgeable about workplace accommodations for employees with disabilities

4. Content of the accommodation plan

The individualized accommodation plan includes:

- accessible formats and communication supports, if requested
- workplace emergency response information, if required
- details of how and when any other accommodations will be provided
- when the plan will be reviewed

5. Review of the plan

Frequency of review: PRSD will review an employee's individual accommodation plan on the three-month anniversary date and in combination with regular [annual] employee reviews after that. PRSD will update the accommodation plan as required.

PRSD will also review, and update if required, an employee's accommodation plan when:

- the employee's workspace is modified or relocated
- the employee's responsibilities have changed
- other workplace changes have occurred that affect the accommodation
- the employee has made a request to review and update the accommodation plan

6. Accessible formats

PRSD meet the communication needs of our employees by providing them with a copy of their plan or an explanation for denying the request to introduce a plan in a format that is accessible to the employee.

7. Requests denied

PRSD may deny an employee's request for an individualized accommodation plan in the following circumstances:

- The employee is able to carry out most of the job without an accommodation
- The independent regulated health professional(s) does not support the employee's self-assessed requirement of a workplace accommodation
- Our research shows that the accommodation request would cause undue hardship (e.g., by creating safety risks to other employees or an unsustainable financial burden)

8. Protection of employee information

PRSD will protect the employee's personal information and personal health information at all times by taking the following steps:

- using confidential forms
- locking file storage and limiting access to human resources and administrators/supervisors only



Prairie Rose School Division Individual Accommodation Plan Worksheet

PRSD support employees by providing reasonable accommodations in the workplace. An employee may send a written request using this form to their administrator, supervisor, or human resources for an individualized accommodation plan. [Click Here for Fillable Word Document](#)

Employee Name: _____ Date: _____

School/Location: _____

Employee's position: _____

Administrator/Supervisor's Name: _____

WORKPLACE BARRIERS	JOB-RELATED TASKS/ ACTIVITIES AFFECTED BY BARRIERS	IS THIS AN ESSENTIAL JOB REQUIREMENT?

Sources of professional input into the individual accommodation plan (e.g. Human resources manager, union, family doctor, specialists):

Accommodation measures are to be implemented from [START DATE] to [END DATE]. If no end date is expected, the next review of this accommodation plan will occur on [REVIEW DATE].

DESCRIPTION OF ACCOMMODATION MEASURE

Which job requirement(s) and related tasks require accommodation?
(eg. Employee persistently late for work due to medical reasons)

1. _____
2. _____
3. _____
4. _____

What are the objectives of the accommodation? i.e. what must the accommodation do to be successful?
(eg. Allow employee to arrive at work on time)

1. _____
2. _____
3. _____
4. _____

Which accommodation strategies/tools have been selected to aid this task/activity?
(eg. Employer offered employee a flexible work schedule so that they could arrive at work later)

1. _____
2. _____
3. _____
4. _____

ACCESSIBLE FORMATS AND COMMUNICATION SUPPORTS

Upon request, this information will be shared with the affected employee with consideration to their communication requirements. (eg. Email only)

ROLES AND RESPONSIBILITIES

OUTSTANDING ACTIONS TO IMPLEMENT ACCOMMODATION	ASSIGNED TO	DUE DATE

ADDITIONAL DOCUMENTS

Emergency Plan Yes No

Other: _____ Yes No

Other: _____ Yes No

Other: _____ Yes No