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APPENDICES Yes No

PREAMBLE/PURPOSE

Lake of the Woods District Hospital is committed to providing accessible customer service in accordance with the *Integrated Accessibility Standards Regulation* under the *Accessibility for Ontarians with Disabilities Act, 2005*. This policy sets out the standards for the provision of goods, services, and facilities to the public.

Statement of Commitment

Lake of the Woods District Hospital is committed to providing an accessible environment for all clients, employees, professional staff, students, learners, job applicants, suppliers, and visitors who may enter our premises, access our information, or use our services. As an organization, we respect and comply with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and its associated regulations. We strive to provide an accessible and welcoming environment for everyone by identifying and removing barriers in our workplace and ensuring that new barriers are not created. LWDH ensures that people with disabilities are provided with equal opportunities. We are committed to meeting the needs of individuals with disabilities in a timely and integrative manner that respects their dignity and independence.

Definitions


Guide dog:

A dog trained as a guide for a blind person that has completed a training program at a designated training facility set out in the *Guide Dogs Regulation*.

Service animal:

An animal is a service animal for a person with a disability if:

- The animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, because of visual indicators, such as the vest or harness worn by the animal; or

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- The person provides documentation from a designated regulated health professional colleges confirming that the person requires the animal for reasons relating to the disability.

Support person:

In relation to a person with a disability, another person who accompanies them to help with communication, mobility, personal care, medical needs, or access to goods, services, and facilities.


GUIDELINES

Lake of the Woods District Hospital makes every reasonable effort to ensure that its policies, practices, and procedures are consistent with the principles of dignity, independence, integration, and equal opportunity by:

- Allowing customers with disabilities to do things in their own ways and at their own pace when accessing goods, services, and facilities, if it does not present a health and safety risk.
- Using alternative methods of access when necessary to ensure that customers with Disability can have access to the same goods, services, and facilities in a similar manner.
- Considering individual accommodation needs when providing goods and services; and
- Communicating in a manner that considers the customer’s disability.

Upon request, LWDH will provide a person with a disability with a copy of this policy, or the information contained within it, in a format that meets their accessibility needs. Requests should be directed to the LWDH Administration Department via email at admin@lwdh.on.ca.

People with disabilities may use their own assistive devices and hospital-provided assistive devices as required when accessing goods or services or facilities. In cases where the assistive device presents health and safety concerns or where accessibility might be an issue, the LWDH Administration Department should be informed immediately so that other reasonable measures can be put in place to ensure access of goods and services.

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Guide Dogs and Service Animals

A patient with a disability who is accompanied by a guide dog or other service animal is welcome to access premises that are open to the public and keep the animal with them unless the animal is otherwise excluded by law. Guide Dogs and Service Animals are not permitted in the hospital's Intensive Care Unit, Operating Room, Pharmacy, or any other high-risk area. "No pet" policies do not apply to guide dogs or service animals. If a customer's guide dog or service animal is excluded by law, Lake of the Woods District Hospital offers alternative methods to enable the person with a disability to access goods, services, and facilities.

If it is not readily apparent that the animal is a guide dog or service animal, employees may respectfully ask whether an animal is a guide dog or service animal but must not ask the nature of the person's disability or purpose of the animal. If they reveal the animal is not a guide dog or service animal, they should be asked to remove the animal from the premises promptly.

The patient who is accompanied by a guide dog or service animal is responsible for always maintaining control of the animal. If a service animal becomes out of control, causing a clear disruption or a threat to the health and safety of others, and the animal's behavior is not corrected by the owner, this should be reported to the Lake of the Woods District Hospital's Security Department, who may ask them to remove their service animal from the premises.


Support/Therapy Animals

Support animals are those animals which are not certified or designated Guide Dogs or Service Animals. LWDH will facilitate the provision of pet/animal therapy and visits at facilities at LWDH. For further information on Support/Therapy Animals, please refer to the LWDH Animal Visit Policy (supporting file).

Support Persons

If a customer with a disability is accompanied by a support person, Lake of the Woods District Hospital will ensure that both people may enter the premises together and that the customer is not prevented from having access to the support person. In situations where confidential information might be discussed, consent must be obtained from the customer before any potentially confidential information is mentioned in the presence of the support person.

The organization may require a person with a disability to be accompanied by a support person while on the premises if the support person is required to protect the health and safety of the person with the disability or others in the workplace and there are no other reasonable measures that can be taken to

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ensure this. The organization consults with the person with the disability and assesses available evidence before making such a decision. Employees are informed of any such arrangements.

Notice of Temporary Disruptions

Lake of the Woods District Hospital makes all reasonable efforts to provide notice of any temporary disruptions to facilities or services that customers with disabilities rely on to access or use goods or services. In some circumstances, notice may not be possible.

When disruptions occur without notice, the organization informs customers by:

- Posting written notices in conspicuous places, including at the point of disruption, on the large digital sign and all entrances.
- Informing patients verbally upon arrival; and
- Sending a memo to all staff via email.

The following information is provided regarding the disruption, unless it is not readily available or known:

- Goods or services that are disrupted or unavailable.
- Reason for the disruption.
- Expected duration; and
- A description of alternative services or options that are available.


Employees are informed of this information as soon as reasonably possible in the event of a disruption so that they can inform customers and respond to inquiries.

Training

Training is provided to employees, volunteers, those who participate in the development of organization policies, and any other person who provides goods, services, or facilities on behalf of the organization.

Training covers 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.

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- Instructions on how to interact with people with disabilities who use assistive devices or require the assistance of a guide dog or other service animal or a support person.
- 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 our services; and
- Policies, procedures, and practices of the organization pertaining to providing accessible customer service to customers with disabilities.

Lake of the Woods District Hospital provides training as soon as practicable. Training is provided to new employees, volunteers, students, medical staff, and contractors during orientation. Revised training is provided in the event of changes to legislation, procedures, policies, or practices.

The organization keeps a record of training. Where required, retraining is provided to ensure compliance with the hospital's policies and procedures.

Customer Feedback

Lake of the Woods District Hospital has established a feedback process to provide the public with the opportunity to provide feedback on how goods, services, and facilities are provided to customers with disabilities. Feedback may be shared verbally (in person or by telephone) or in writing (handwritten, delivered, website, or e-mail).

The organization addresses feedback received on a case-by-case basis and takes any actions necessary to remedy any issues. Customers who wish to submit feedback should be directed to the Quality and Risk Administrative team via email at admin@lwdh.on.ca.