

Wawa Motor Inn

Integrated Accessibility Standard Regulation: Multi Year Accessibility Plan

Part I: General Requirements

Component	Deadline	Requirement	Action(s)	Who
1. Establishment of Accessibility Policies	01-Jan-14	Sec. 3(2) Shall include a statement of organizational commitment to meet the accessibility needs of persons with disabilities. Sec. 3(3) Prepare one or more written documents describing its policies.	Our Statement of Commitment "The Wawa Motor Inn is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under Ontario's accessibility laws" has been added to our website as well as our Accessibility Policy and Multi-Year Accessibility Plan.	General Manager
2. Accessibility Plan	01-Jan-14	Sec. 4(1) Large organizations shall establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirement under this regulation.	This Multi-Year Accessibility Plan was established, implemented and will be maintained and documented as per the requirements under regulation Sec. 4(1)	General Manager

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Component	Deadline	Requirement	Action(s)	Who
3. Kiosks	01-Jan-14	Sec. 7(2) Large organizations shall have regard to the accessibility for persons with disabilities when designing, procuring or acquiring self-service kiosks.	"Kiosk" means an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both. The Wawa Motor Inn is not aware at this time of any kiosks being utilized. Should this change in the future, the Wawa Motor Inn will ensure it meets this requirement.	General Manager
4. Training	01-Jan-15	Sec. 7 Every obligated organization shall ensure training is provided on the requirements of the accessibility standards referred to in the Regulation and on the Human Rights Code as it pertains to person with	All employees, volunteers, persons who participate in developing the organization's policies; and all other persons who provide goods, services or facilities on behalf of the organization will be trained. Training will be on the requirements of the Integrated Accessibility Standard and will be appropriate to the duties of the individual being trained. Employees will also be trained on the Ontario Human Rights Code as it pertains to persons with disabilities using the Ontario Human Rights Commission's videos, Working Together: The Code and AODA.	General Manager
5. Accessibility Report	01-Jan-18	Sec. 86.1 Organizations shall file the accessibility report according to the following schedule: every three years in the case of large organizations.	The next report will be filed in June, 2021.	General Manager

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Part II: Information & Communications Standards

Component	Deadline	Requirement	Action(s)	Who
1. Recruitment and Selection	01-Jan-16	Sec. 22 Notify employees and public about availability of accommodation(s) for applicants in the recruitment process.	The Wawa Motor Inn utilizes a variety of methods to recruit. When posting open positions, information about the availability of accommodations will be added to the job postings. If utilizing placement agencies, the Wawa Motor Inn will ensure the agency is meeting this requirement.	General Manager
		Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available.	The Wawa Motor Inn will notify applicants about the availability of accommodations in the interviewing process.	General Manager
		Sec. 24 Offers of employment - notify successful applicant(s) of policies for accommodating employees with disabilities.	The Wawa Motor Inn will notify the successful applicant(s) of our policies for accommodating employees with disabilities. All new hires receive a duotang with all of the Wawa Motor Inn policies including the accessibility policy.	General Manager
		Sec. 25 Informing Employees of Supports - all employees must be informed of policies used to support employees with disabilities (existing employees, new hires and when there is a change to the policy).	The Wawa Motor Inn will inform all employees of our policies for supporting employees with disabilities. The Health & Safety Coordinator will conduct annual AODA training sessions, or provide the employees with any updates as they occur.	General Manager

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Part II: Information & Communications Standards

Component	Deadline	Requirement	Action(s)	Who
2. Accessible formats and communication support for employees	01-Jan-16	Sec. 26 Must provide in an accessible format information needed to perform the job and information which is generally available to employees in the workplace.	The Wawa Motor Inn will, upon request, consult with an employee with a disability to determine which accessible formats or communication support they require to perform the duties of their job.	General Manager
3. Workplace emergency response information	01-Jan-12	Sec. 27 Provide individualized workplace emergency response information; prepare for the specific needs employees with disabilities may have in emergency situations.	The Wawa Motor Inn will create an individualized workplace emergency response plan for employees who have a disability and require accommodation(s)/supports to evacuate their workplace in an emergency. With the employee's consent, the person designated to provide assistance to the employee will be provided with the necessary information to assist the employee with the disability.	General Manager
4. Documented individual accommodation plans	01-Jan-16	Sec. 28 Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency.	The Wawa Motor Inn will create an individualized accommodation plan for any employee for which they have been made aware has a disability. There may be times when we may initiate a dialogue to offer assistance for employees who are clearly unwell or perceived to have a disability. The employee will be included in the development of the plan. This plan will be reviewed when there is a change in the employee's disability or job.	General Manager

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Part II: Information & Communications Standards

Component	Deadline	Requirement	Action(s)	Who
5. Return to Work Process	01-Jan-16	Sec. 29 Develop and have in place a RTW process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work.	The Wawa Motor Inn has developed and has in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process will be documented. If an individual's injury is covered by the return to work provisions of the Workplace Safety and Insurance Act, then that Act's return to work process would apply.	General Manager
6. Performance Management	01-Jan-16	Sec. 30 Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during the performance management process in respect to employees with disabilities.	Any emergency procedures/plan or public safety information the Wawa Motor Inn makes publicly available will be made available in an accessible format upon request.	General Manager
7. Accessible Websites & Web Content	01-Jan-14	Sec. 14 Applies to new internet websites & content WCAG 2.0 A level.	The Wawa Motor Inn is aware of the requirements and ensures any content that is added to the website is compliant.	General Manager
	01-Jan-21	Sec. 14 All internet websites and web content (World Wide Web Consortium web content accessibility guidelines at Level AA).	The Wawa Motor Inn is aware of the requirements and ensures any content that is added to the website is compliant.	General Manager

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Part III: Employment Standard

Component	Deadline	Requirement	Action(s)	Who
1. Recruitment and Selection	01-Jan-16	Sec. 22 Notify employees and public about availability of accommodation(s) for applicants in the recruitment process.	The Wawa Motor Inn utilizes a variety of methods to recruit. When posting open positions, information about the availability of accommodations will be added to the job postings. If utilizing placement agencies, the Wawa Motor Inn will ensure the agency is meeting this requirement.	General Manager
		Sec. 23 Notify applicants who have been invited to participate in a recruitment, assessment or selection process that accommodations are available.	The Wawa Motor Inn will notify applicants when they are contacted for an interview about the availability of accommodations during the recruitment process.	General Manager
		Sec. 24 Offers of Employment - notify successful applicant(s) of policies for accommodating employees with disabilities.	The Wawa Motor Inn will notify the successful applicant(s) of our policies for accommodating employees with disabilities. All new hires receive a duotang with all of the Wawa Motor Inn policies included.	General Manager
2. Accessible formats and communication supports for employees	01-Jan-16	Sec. 26 Must provide in an accessible format information needed to perform the job and information which is generally available to employees in the workplace.	The Wawa Motor Inn will, upon request, consult with an employee with a disability to determine which accessible formats or communication supports they require to perform the duties of their job.	General Manager

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Part III: Employment Standard

Component	Deadline	Requirement	Action(s)	Who
3. Workplace emergency response information	01-Jan-12	Sec. 27 Provide individualized workplace emergency response information; prepare for the specific needs employees with disabilities may have in emergency situations.	The Wawa Motor Inn will create an individualized workplace emergency response plan for employees who have a disability and require accommodation(s)/supports to evacuate their workplace in an emergency. With the employee's consent, the person designated to provide assistance to the employee will be provided with the necessary information to assist the employee with the disability.	General Manager
4. Documented individual accommodation plans	01-Jan-16	Sec. 28 Develop and document individual accommodation plans for employees with disabilities; employee involvement, outside medical or expert evaluation; review frequency.	The Wawa Motor Inn will create an individualized accommodation plan for any employee for which they have been made aware has a disability. There may be times when we may initiate a dialogue to offer assistance for employees who are clearly unwell or perceived to have a disability. The employee will be included in the development of the plan. This plan will be reviewed when there is a change in the employee's disability or job.	General Manager
5. Return to Work Process	01-Jan-16	Sec. 29 Develop and have in place a RTW process for employees who have been absent from work due to a disability and require disability-related accommodations to return to work.	The Wawa Motor Inn has developed and has in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work. The return to work process will be documented. If an individual's injury is covered by the return to work provisions of the Workplace Safety and Insurance Act, then that Act's return to work process would apply.	General Manager

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Part III: Employment Standard

Component	Deadline	Requirement	Action(s)	Who
6. Performance Management	01-Jan-16	Sec. 30 Take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, during the performance management process in respect to employees with disabilities.	Under the AODA, the term performance management means activities related to accessing and improving employee performance, productivity and effectiveness with the goal of facilitating employee success. The Wawa Motor Inn will consider the accessibility needs of employees with disabilities in the area of performance management.	General Manager
7. Career Development and Advancement	01-Jan-16	Sec. 31 Includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization.	The Wawa Motor Inn will take into account what accommodations employees with disabilities may need to succeed elsewhere in the business or to take on new responsibilities within their current position. If the employee has an individual accommodation plan in place, the plan will be updated to reflect the changes in their new responsibilities.	General Manager
8. Redeployment	01-Jan-16	Sec. 32 Reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.	In the event that the Wawa Motor Inn initiates a redeployment process, it will consider the accessibility needs of employees with disabilities when moving them to other positions within the organization. If the employee has an individual accommodation plan, the plan will be reviewed and updated to reflect the changes in their new responsibilities.	General Manager

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Part IV.I: Design of Public Spaces Standard (Accessibility Standards for the Built Environment)

Component	Deadline	Requirement	Action(s)	Who
1. Exterior Paths of Travel	01-Jan-17	Sec. 80.21 Applies to newly constructed and redeveloped exterior paths of travel that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are intended to serve a functional purpose and not to provide a recreational experience. O. Reg. 413/12, s. 6.	The Wawa Motor Inn has not constructed or redeveloped an exterior path of travel since January 1, 2017. Should we construct or redevelop an exterior path of travel in the future, it will ensure it meets the accessibility requirements as outlined in Ontario Regulation 191/11.	General Manager
2. Accessible Parking	01-Jan-17	Sec. 80.32 Obligated organizations shall ensure that when constructing new or redeveloping off-street parking facilities that they intend to maintain, the off-street parking facilities meet the requirements set out in this Part. O. Reg. 413/12, s. 6.	The Wawa Motor Inn has not constructed or redeveloped accessible parking spaces since January 1, 2017. Should we construct or redevelop an exterior path of travel in the future, it will ensure it meets the accessibility requirements as outlined in Ontario Regulation 191/11.	General Manager

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Part IV.1: Design of Public Spaces Standard (Accessibility Standards for the Built Environment)

Component	Deadline	Requirement	Action(s)	Who
3. Obtaining Services	01-Jan-17	Sec. 80.40 1. All newly constructed service counters and fixed queuing guides. 2. All newly constructed or redeveloped waiting areas. O. Reg. 413/12, s. 6.	The Wawa Motor Inn ensures all newly constructed service counters and fixed queuing guides, and newly constructed or redeveloped waiting areas will meet all accessibility requirements as outlined in Ontario Regulation 413/12, s. 6.	General Manager
4. Maintenance of Accessible Elements	01-Jan-17	Sec. 80.44 1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces. 2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order. O. Reg. 413/12, s. 6.	The Wawa Motor Inn has not constructed or redeveloped any of the elements covered under the Design of Public Spaces Standard. Should this change in the future, our multi-year accessibility plan will be amended and maintenance of the accessible elements will be included to comply with this section of the regulation.	General Manager