# SEED Winnipeg Inc. Accessibility Work Plan

Last Updated: November 1, 2018

## Communication Plan

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| **Actions** | **Status** |
| Create and implement policies and procedures that outline SEED Winnipeg’s commitment to the Accessibility for Manitobans Act | In Progress |
| Keep original format (i.e. Word) of materials to be able to offer alternate viewing options | **Complete** |
| Use plain and accessible language in all resources | In Progress |
| Develop a procedure to respond to requests for alternate formats | In Progress |
| Produce brochures with 16+ font, serif font, and alternative formats | In Progress |
| Create a master copy for alternate format requests with links to suppliers | In Progress |
| Train staff on how to make documents accessible | In Progress |
| Train staff on how to communicate with people who have speech and language disabilities | **Complete** |
| Increase accessibility of organizational fact sheets | In Progress |
| Ensure that all posted signs produced by SEED are in large text and contrasting colours | In Progress |
| Post signs at consistent height (54”) | In Progress |
| Post signs clearly marking route back to reception area | In Progress |

## Physical Environment Plan

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| **Actions** | **Status** |
| Equip front entrance with an automatic door opener | **Complete** |
| Maintain an accessible path to meeting rooms | **Complete** |
| Have water fountain at accessible height | **Complete** |
| Provide accessible eating facilities, when required | **Complete** |
| Move public telephone to an accessible height | In Progress |
| Meet dietary requirements of staff and clients | **Complete** |
| Provide space for note-takers, captioning equipment, ASL, interpreters in classrooms | **Complete** |
| Provide seating for hearing impaired people near the interpreters/captioners/computerized note-takers | **Complete** |
| Reduce noise levels in meeting rooms | **Complete** |

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| Install visual alarm system (fire alarm indicators with strobe as well as siren) | In Progress |
| Repaint disability parking space sign | In Progress |
| Add tactile/colour contrast to slope from front sidewalk to parking lot | In Progress |
| Replace door handles with “closed fist” levers | **Complete** |
| Make front desk counter accessible for wheelchairs | **Complete** |
| Make main hallway brighter by installing additional lighting | In Progress |
| Post washroom signs on walls, not doors | In Progress |
| Post signage with route to accessible washrooms | In Progress |
| Paint washroom doors contrasting colour | In Progress |
| Washroom faucets, flush levers, hand-drying, lights, etc. to pass the “closed fist” test | **Complete** |
| Slope back exit to sidewalk level | **Complete** |
| Store recycling/composting bins further from back sidewalk to maintain clear and accessible path | **Complete** |