

Sheridan Annual Accessibility Status Report 2020

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This report outlines the measures taken in 2020 to implement Sheridan's 2017 Multi-Year Accessibility Plan and any other steps taken to identify, prevent and remove barriers to persons with disabilities at Sheridan.

If you require this report in an alternate format please contact Margaret Sanderson, Mgr., Accessibility and Inclusion, Centre for Equity and Inclusion at Margaret.sanderson1@sheridancollege.ca or ext. 2775.

Policies

Sheridan Accessibility Policy

Sheridan's [Accessibility Policy](#) is publicly available and accessible formats are available upon request.

New! Sheridan policies related to persons with disabilities

- Sheridan [Academic Accommodation Policy](#) and [Procedure](#) for Students with Disabilities
- [Sheridan Discrimination and Harassment Policy and Procedures](#)
- [Sheridan Covid-19 Campus Policy](#) (Sec. 4 Use of Masks or Face Coverings/Eye Protection)

New! Sheridan documents related to persons with disabilities

- [Use of Service Animals Guideline](#)
- [Scent Awareness Guideline](#)
- [Guidelines on Special Programs \(Section 14 of the Ontario Human Rights Code\)](#)
- [New Guide: Covid Strategies for Learners](#) : Responding to the Differential Impact of Covid-19 on our Diverse Learning Community
- [Faculty Guidelines and Resources Accessible Learning](#)

Plans

Sheridan Multi-Year Accessibility Plan

Produced in 2017, this plan will be updated in 2022 and is available online.

Sheridan Plans, reports and reviews related to persons with disabilities or accessibility

- **New!** [2020 Employee Diversity Self-Identification Report](#)
- **New!** [2020 Campus Master Plan](#) – Goal 3 Prioritize accessibility and inclusion in the design of the plan.
- **New!** [Sheridan Equity Diversity and Inclusion Action Plan](#)

Procurement

Review of accessibility design criteria or features in the procurement of Sheridan goods, services or facilities in 2020

Reviews conducted by Information Technology (I.T) staff person using the **Sheridan Accessibility Checklist** (WCAG 2.0 Level AA) for the procurement of the following software platforms:

- Research administration
- Job description management
- Faculty 180 (including input from members of the Sheridan Web Accessibility/Content Committee)

Notice of Temporary Disruptions

Addition of a more prominent [“Notices”](#) button advising students, staff, faculty and campus visitors of planned and unplanned temporary disruptions on the external Sheridan home page.

Training

Sheridan Employees

New in 2020! [New Employee Orientation at Sheridan](#) now provides a self-directed website with key information for new Sheridan faculty members, support staff or administrative employees. Created for this website, [The Inclusive Communities/Centre for Equity and Inclusion video](#) provides an overview of important human rights ,equity and inclusion policies, including the Sheridan Accessibility Policy and more.

Continued in 2020: All new Sheridan employees are provided 30 days to complete Accessible Customer Service PD4010 and Human Rights, AODA and the Sheridan Workplace PD 40309 online courses in Sheridan’s learning management system - SLATE. Employees must successfully complete a quiz (with a minimum 70% passing grade) to indicate they have completed the training.

New! – Mandatory Foundations of Equitable Practice online course includes 3 modules: Human Rights 101, Unconscious Bias, and Anti-Oppression and Anti-Racism. The Human Rights 101 module addresses discrimination, harassment and the duty to accommodate as it pertains to persons with disabilities and other Human Rights Code protected groups.

Sheridan Board of Governors

Sheridan Board of Governors received AODA training in June, March and September.

Sheridan Managers

Respectful and Supportive Places to Work and Learn online mandatory training for Managers includes sessions on: Sheridan Accessibility Policy, Discrimination and Harassment Policy, Workplace Accommodation Policy and Procedures, and the Sheridan Return to Work Policy and Procedure. Partners in the delivery of the 2020 workshop include Human Resources, Centre for Indigenous Learning and Support, Student Affairs (Student Rights and Responsibilities Office), Centre for Global Education and Internationalization, and Equity, Diversity and Inclusion in Research.

Sheridan Educators

New! Centre for Teaching and Learning (CTL) Teach Well Series

- Creating Accessible PowerPoint Presentations – 2 sessions
- 5 Practical Accessibility Tips – 3 sessions
- Inclusive Design in an Online Learning Environment – 4 sessions
- Fundamentals of Learner Focused Teaching for Non-Full Time Faculty (part-time, partial load and sessional instructors) – The course threads themes of accessibility and inclusion throughout, both in theory and practice – 2 sessions

Training provided upon request

- Session for CTL in June – “Accessibility Policy and Use of Service Animals”
- “Creating Accessible PowerPoint Presentations” presented by CTL Educational Development Consultant to Centre for Equity and Inclusion employees and members of the Sheridan Web Content/Web Accessibility Committee (October)

Training for Sheridan Vendors, Contractors or other Third Parties

Vendors, contractors or other third parties are directed to read and understand their obligation as a provider of goods, services or facilities to Sheridan outlined in the “Accessibility at Sheridan – Training Document for Suppliers to Sheridan” posted on Accessibility at Sheridan web page.

Training for Sheridan Volunteers

A new checklist was implemented to assist Managers with the enrolment of “unpaid workers” – placement students, volunteers, interns into mandatory “Accessibility at Sheridan” online training and other mandatory courses at Sheridan. Managers are also provided with a fillable completion record document for their tracking purposes.

Sheridan Student Employees (specialized)

- Student employee tutors in Library and Learning Services receive a specialized AODA online module for completion
- Student employee Peer Mentors continue to receive a specialized Accessibility and Inclusion online module

Other Sheridan training and education related to persons with disabilities

New! Inclusive Communities Webinars (available on Sheridan Central)

- Creative Responses: Supporting Students with Disabilities during Covid-19 (April)
- Mental Health, Wellness and Self Care in a Pandemic (May)
- When Bias Becomes Incognito: Exploring Commonplace Microaggressions in the Classroom and Workplace (August)

New! Inclusive Recruitment and Hiring Practices presented by the Centre for Equity and Inclusion to Hiring Panel in the Faculty of Animation, Arts and Design.

Web Accessibility and Web Content

New! The Centre for Teaching and Learning launch of [“Read Speaker”](#) text-to-speech technology on Sheridan’s learning management system “SLATE”.

New! Addition of [“Accessibility by UserWay”](#) accessibility widget on external website allowing individual user to modify the accessibility of their experience on the [Sheridan website](#) using an Accessibility Menu.

New! The Web Accessibility and Web Content Committee participated in an “Accessibility Hack-a-Thon” to develop a draft accessible policy document template requested by the Office of General Counsel.

Library and Learning Services

- **Updated:** [Sheridan Library and Learning Services Universal Access Report](#)
- Information about [service accessibility](#) for persons with disabilities at Sheridan Library and Learning Services
- [Library and Learning Services Accessibility Help Guide](#) answers frequently answered questions employees may have about accessibility in the classroom, AODA, alternate formats, and captioning of videos
- **New!** Several of the [Teach Well and Digital Inclusion](#) series are posted on Sheridan Library and Learning Services [SOURCE Sheridan’s Institutional Repository](#) for preserving and promoting scholarly and creative works of Sheridan faculty, staff and students

Accessible Built Environment at Sheridan

The Sheridan Central Accessibility Fund paid for the following new initiatives to remove physical and architectural barriers:

- Automatic door operators installed at TRA E108, C227 and J316 (March)
- Detectable railings installed underneath staircases at DAV cafeteria

The Manager of Accessibility and Inclusion provided input to the following Facilities Services initiatives:

- Improved accessibility and signage for the Multi-Faith Prayer Rooms
- Input into accessible signage for Covid-19 protocols
- Initial input into accessibility of Trafalgar Bookstore
- Input into SSU Davis Atrium flooring selection for accessibility
- Input into accessibility of renovations to B315 Electrical Lab at Davis
- Input into accessibility of office renovations to Davis-B305, B401 and B402

Accessible Customer Service

New! Creation of the [Accessible Parking](#) page with information for students, employees and campus visitors with disabilities

Committee Participation at Sheridan

In response to Covid-19 the Mgr., Accessibility and Inclusion provided a broad equity, diversity, accessibility and inclusion lens to the following committees:

- Emergency Operations Committee (EOC) and EOC -Facilities: input on the impact of installing plexiglass barriers and persons with disabilities

The Mgr., Accessibility and Inclusion also provided human rights and accessibility input to the following committees:

- Campus Master Planning Advisory Committee
- Sheridan Website Governance Council (June 2020)
- Academic Accommodation Policy and Procedure Working Group

Committees facilitated by Centre for Equity and Inclusion

The Manager, Accessibility and Inclusion establishes, reviews and updates the Sheridan Multi-Year Accessibility Plan in consultation with members of the Advisory Council on Sheridan Accessibility and other members of the Sheridan community with disabilities as needed.

The Web Accessibility/Web Content Committee facilitated by the Manager, Accessibility and Inclusion, met in August, October and December 2020 and is comprised of members from Communications Public Relations and Marketing, Information Technology, Accessible Learning, Centre for Teaching and Learning, Library and Learning Services, Sheridan Student Union and individual faculty and staff members with the lived experience of disability.

Margaret Sanderson, Centre for Equity and Inclusion, December 2020.