

# **Accessible Customer Service Plan**

Eramosa Physiotherapy Associates (EPA) is committed to excellence in serving all customers including people with disabilities. This policy was created in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005.

#### Assistive Devices

EPA is committed to serving people with disabilities who use assistive devices. We will ensure that our staff is trained and familiar with various assistive devices that may be used by customers with disabilities while accessing our goods or services. We will ensure easy access and entry to our premises as well as accommodating their needs during their visit at our locations.

### Communication

EPA will communicate with people with disabilities in ways that take into account their disability.

EPA is committed to communicating in the most effective way for each individual. Telephone, email and written communication are all available at all times. Staff members are able to assist in completing forms or written material upon request.

#### Service Animals

EPA welcomes people with disabilities and their service animals. Service animals are allowed on all areas of our premises.

# Support Persons

EPA welcomes people with disabilities and their support person at all times. Fees will not be charged for their support person who is there to assist them with their disability.

### Notice of temporary disruption

EPA will notify customers promptly in the event of planned or unplanned disruption to the services or facilities for customers with disabilities. Some examples may be; construction or repairs to the parking lot or sidewalks outside of our facility, repairs or maintenance to our wheelchair accessible washrooms or treatment rooms, repairs or maintenance to our main wheelchair accessible entry way.

We will notify customers by telephone, email or clearly posted notices outside and inside of our facility depending on the severity of the disruption. Our notification will include the reason for the disruption and the anticipated length of time of the disruption.

# Training for Staff

EPA will provide training to all employees, volunteers, and others who deal with our clientele.

This training has been provided to all current employees and volunteers and will continue to be provided to all new hires during their orientation and training period.

Training will include;

- An overview of the AODA, 2005
- Tips and examples for interacting and communicating with people with various disabilities as well as their assistive devices, service animals and support persons

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380 Eramosa Road Guelph, ON N1E 6R2 Telephone: 519-767-9950 www.eramosaphysio.com Fax: 519-767-9819

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- A review of available assistive devices within our facility including; wheelchair accessible main door entry, wheelchair accessible restrooms, and reserved wheelchair accessible treatment rooms
- Each EPA member is trained and knowledgeable to do whatever is possible to assist a
  person with or without a disability in accessing our goods and services
- A review of our EPA AODA binder including a training log, which is kept in a easily accessible place for all staff to review at any time.
- Staff will updated and trained when changes are made to our plan

## Questions or Feedback

Customers who wish to provide feedback on the way EPA provides goods and services to people with disabilities can contact us;

In person, by mail, or by suggestion box to: 380 Eramosa Road, Unit 28 Guelph, ON N1E 6R2

By Phone: 519-767-9950

By Fax: 519-767-9819

By email:

guelph@eramosaphysio.com

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