



Accessibility Plan and Policies for the Castle Museum of Saginaw County History

This 2016-2020 accessibility plan outlines the policies and actions the Castle Museum of Saginaw County History (The Historical Society of Saginaw County) will put in place to improve opportunities for people with disabilities.

Statement of Commitment

The Castle Museum is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Americans with Disabilities Act.

Accessible Emergency Information

The Castle Museum is committed to providing our customers, clients and visitors with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

Training

The Castle Museum will provide training to employees, volunteers and other staff members on accessibility laws as they relate to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

- Employees will be trained when changes are made to the accessibility policy as soon as practicable
- New employees will be trained during Orientation

Information and Communications

The Castle Museum is committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

Recruitment

The Castle Museum is committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, the Castle Museum will accommodate people with disabilities during the recruitment and assessment processes and when people are hired.

(a) Notice to Successful Applicants

When making offers of employment, the Castle Museum will notify the successful applicant of its policies for accommodating employees with disabilities.

(b) Informing Employees of Supports

The Castle Museum will continue to inform its employees of its policies (and any updates to those policies) used to support employees with disabilities, including policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability. This information will be provided to new employees as soon as practical after commencing employment.

Return to Work Process

The Castle Museum maintains a documented return to work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work.

The return to work process outlines the steps the Castle Museum will take to facilitate the return to work and will include documented individual accommodation plans as part of the process.

This return to work process will not replace or override any other return to work process created by or under any other statute.

Performance Management, Career Development and Advancement & Redeployment

The Castle Museum will take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when conducting performance management, providing career development and advancement to employees, or when redeploying employees.

Design of Public Spaces

The Castle Museum will meet the Accessibility Standards for the Design of Public Spaces when building or making major modifications to public spaces. Public spaces include:

- Outdoor public eating areas

- Outdoor paths of travel, like sidewalks, ramps, stairs, curb ramps, rest areas and accessible pedestrian signals
- Accessible off street parking
- Service-related elements like service counters and waiting areas

The Castle Museum will put procedures in place to prevent service disruptions to its accessible parts of its public spaces.

In the event of a service disruption, we will notify the public of the service disruption and alternatives available.

For More Information

For more information on this accessibility plan, please contact Business Manager Sherri Greene at:

Phone: (989) 752-2861

Email: sgreene@castlemuseum.org