

# Temporary Disruption Notice Process



---

Supply Ontario is committed to providing its goods, services or facilities in an accessible manner to persons with disabilities. To this end, Supply Ontario will notify the public of any planned or unexpected disruption of services or facilities used by people with disabilities.

Supply Ontario employees, Board members and third-party contractors should notify Supply Ontario's Communications team of any planned or unplanned disruptions by emailing [communications@supplyontario.ca](mailto:communications@supplyontario.ca).

The Communications team will draft a notice that will include the reason for the disruption, the expected length of the disruption and whether any alternative services or facilities are available, subject to and in accordance with the requirements in the *Accessibility for Ontarians with Disabilities Act* and its regulations ("AODA").

The Communications team will work with Supply Ontario's Business Continuity & Facilities Management team and third parties, as appropriate, to prepare notices that are compliant with the AODA and will arrange for their posting at conspicuous places at affected premises.

Notice will also be shared by Communications via Supply Ontario's websites, portals, social media platforms and/or by any other means that will ensure the notice reaches those persons potentially affected by the temporary disruption in a manner that is accessible to them.