

ACCESSIBILITY

CHECKLIST



Use this checklist to ensure that your work or school environment is accessible to a variety of disabilities. This list is not exhaustive so always be sure to ask questions and hold space for people to tell you what they need to thrive!

Physical Space

- ☐ Install wheelchair ramps, automatic door openers, and accessible elevators
- ☐ Ensure steps are clearly marked with high contrast or brightly colored tape
- ☐ Place tactile indicators to support visibility and wayfinding
- ☐ Create wide pathways and keep hallways free of clutter
- ☐ Create quiet spaces for people to rest and recharge and provide sensory tools
- ☐ Offer at-home or remote options for students or employees
- ☐ Consider soft lighting options and movable seating
- ☐ Provide gender-neutral restrooms and lactation rooms

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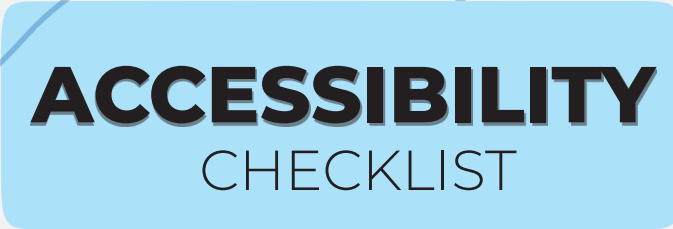


Communication

- ☐ Provide students or employees with a list of possible accommodations
- ☐ Always communicate in both verbal and written format
- ☐ Share meeting agendas or lesson plans ahead of time
- ☐ Use simple, plain language in all documents and written communications
- ☐ Make sure all digital tools are equipped with accessibility software (such as captions, screen readers, screen magnifiers, and speech recognition)

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Social

- ☐ Be sure to connect with each person individually, understanding the scope of their needs and personal goals
- ☐ Build a transparent accommodation process where asking for assistance is safe and de-stigmatized
- ☐ Train all managers or teachers to have a solid understanding of all kinds of disabilities (physical, mental, visible, and invisible)
- ☐ Consider sensitivity training for employees or students to foster a healthy environment for everyone
- ☐ Gather feedback from or employees or students on accessibility and implement