Brief Checklist for Accessible CDSM Workshops

Facilities and physical access - conduct visit ahead of time!

### *Priorities for facility access:*
- ☐ Parking, approach, entry: can non drivers get to the site? (including people with mobility aides?)
- ☐ Is the workshop space accessible, with good lighting? Is the room well ventilated? Is there ample space for a person using a mobility aide to navigate? Are there a few empty spaces at tables to make room for people using wheelchairs or scooters
- ☐ Are restrooms accessible?
- ☐ Are the water fountains, pay phones, and other features easy to access?
- ☐ Do emergency evacuation plans take everyone into account?
- ☐ Have you posted logical directional signage in useful locations and at regular intervals?
- ☐ If you are providing transportation, are accessible options available?

Logistics and Recruitment
- ☐ Plan for a Session 0, during which you can meet with your participants as a group sometime before the workshop begins. Make sure this session is accessible and potential participants have multiple ways to get more information (phone, TTY, e-mail, web, etc.)
- ☐ Be aware of constraints around paratransit (Trimet LIFT) – participants with disabilities may not have a say in when they arrive or leave
- ☐ Offer assistance with filling out forms, but do not start the workshop late as a result
- ☐ Avoid early morning events
- ☐ Take scheduled breaks
- ☐ Give clear directions to restrooms and water fountains, avoiding pointing or saying "over there"
- ☐ Promote workshops to disability-related organizations
- ☐ Make flyers and promotional materials available in accessible formats, and include an accessibility statement

Sample accessibility statement:

> *"If you are deaf or hard of hearing, or are a person with a disability who requires accommodation, please contact [**Name** of organization or individual responsible for making arrangements] at [**Telephone Number**], [**Fax Number**], [**Email Address**] or [**TTY Number**] by [**Date**]"*
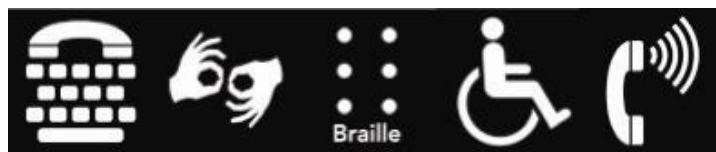
Workshop Materials
☐ <u>Living a Healthy Life with Chronic Conditions</u> is available on audio CD from Bull Publishing – have several copies on hand. Leader Manuals and Master Trainer Manuals can be obtained from Stanford in accessible electronic formats

Communication
☐ Verbalize all agendas, posters and brainstorming sessions
☐ Prepare recruitment/registration staff to take TTY and relay calls
☐ Know where to get interpreters, CART providers and assistive listening devices
☐ Hire at least two interpreters for any event over half an hour long
☐ Don't stand in front of interpreters or CART screens
☐ If someone is using an assistive listening device, speak into the microphone every time, and repeat participant comments into the microphone
☐ Check ahead of time that any assistive technology you are providing is in working order
☐ Speak clearly at a normal speed and volume, and try not to block your face

Environment
☐ If you are providing refreshments, know what the ingredients are
☐ Avoid wearing perfume, cologne or heavily scented products, and encourage participants to do likewise
☐ If you will be taking pictures, avoid the use of flash photography – if you must use the flash, warn people first!

Service animals
☐ Make sure that receptionists and other front line staff know that service animals are welcome at the workshop site. Keep in mind that not all service dogs are the same size or breed, and not all disabilities are visible.
☐ Do not distract, pet, feed, or interact with a service animal
☐ If a participant says they are allergic to animals, offer them the seat furthest from the person with a service animal
☐ Check for trash cans near possible relief areas outside the facility entrance

Etiquette
☐ Use "people first" language
☐ Do not single people out publicly because of their disability
☐ Do not make assumptions about a person's preferred format or mode of communication – ask them!
☐ Do not ask personal questions without being invited to do so

Funding
☐ Be prepared to address the issue of payment for interpreters or CART – make sure to include in your program budget or seek donations.