

Accessibility Checklist

Use this checklist to choose facilities and educational spaces that are accessible to all.

Consider barriers that may affect those with a wide range of disabilities (e.g., visual, hearing, and mobility) in a variety of areas.

OUTSIDE THE FACILITY

- Accessible parking
Handicap spaces
- Pick up/drop off areas
Sidewalk cutouts
- Accessible path
Paved and smooth
- Accessible door
Automatic door opener

PREPARING FOR CLASS

- Schedule ASL interpreters, if needed
- Screen reader accessible handout information
Take a QR code participants can scan and download screen reader versions
- Verify scheduled accommodations the Create Better Health state office
- Ensure videos you plan on using are captioned
- Some participants will be unable to use a QR code to scan the handout, it is best to have both a QR code and emailable link ready that will direct that participant to the handout for that day

INSIDE THE FACILITY

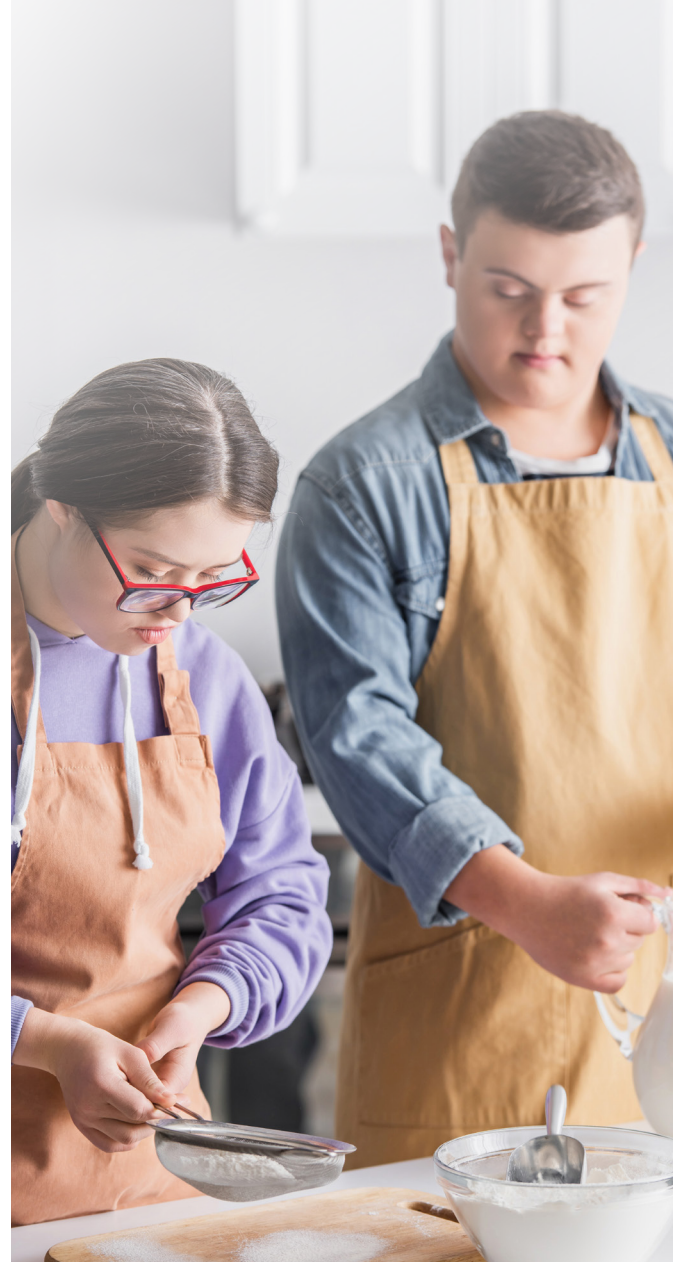
- Wide paths and routes clear of debris
- Elevator access, if needed
- Wheelchair accessible bathrooms
Adequate signage
Accessories mounted no higher than 26-44 inches
- Door opening > 32 inches wide
- Proper signage that points participants to the room
Do the signs have braille?

DURING THE CLASS

- Check in with participants, ensure everyone is involved in the learning process
- Face the audience and use a microphone, if necessary
- Describe images used during the presentation
- Slideshows should be accessible to low-vision participants
Large print, contrasting colors, clear visual aids

INSIDE THE CLASSROOM

- Wide aisles
 - 3-5 feet wide
 - Wide enough for wheelchairs
 - Free from obstacles
- No steps or drops to get to seating
 - If steps, is there a ramp to go around?
- Space for service animals
- Space and seating for at least two ASL interpreters
- Wheelchair accessible seating
 - Shoulder to shoulder seating, space within the regular seating formation of the room
- Tables
 - 28-34 inches high
- Chairs for inclusivity and accessibility
 - Aim for chairs with adjustable heights and without arm rests
 - Choose rooms with larger chair seats or benches
 - Chair sizes
 - Seat – 22.23 inches wide and 20.75 inches deep
 - Back – 23 inches wide and 23 inches tall
 - Chair height– 19.5 inches to 23.5 inches, preferably adjustable
 - Be able to accommodate at least 450 pounds
- Natural lighting, adjustable lighting options
- Audio
 - Minimize background noise
- Check for outlets
 - Used for charging assistive devices



Create Better Health will do everything possible to ensure that everyone feels welcome as they participate in Create Better Health programs. This checklist should be used to make necessary accommodations in the environment. However, as we collaborate with partners, some of these items will be beyond our control. If you need assistance to make accommodations for someone, please get in touch with the CBH staff assistant at **435-797-0879**.

