Meeting of the Federal Exchange on Employment and Disability (FEED)

September 14, 2022
Agenda

**Introduction** (1:00-1:05 p.m.)
- Akinyemi Banjo, Policy Advisor, Employer and Workplace Policy Team, Office of Disability Employment Policy (ODEP), Department of Labor (DOL)

**Welcoming Remarks** (1:05-1:15 p.m.)
- Dr. Janice Underwood, Director, Office of Diversity, Equity, Inclusion and Accessibility, Office of Personnel Management (OPM)

**Presentation: Considerations for Physically Accessible Workplaces** (1:15-1:45 p.m.)
- Jennifer Perry, Access Specialist, Northeast Americans with Disabilities Act (ADA) Center

**Presentation: Ensuring Digital and Document Accessibility** (1:45-2:10 p.m.)
- Angela Watkins, Program Manager, Section 508, Pension Benefit Guaranty Corporation (PBGC)

**Presentation: Developing an Events Accessibility Policy at DOL** (2:10-2:30 p.m.)
- Jonathan Katz, Policy Advisor, Employer and Workplace Policy Team, DOL/ODEP
- Verlencia Somuah, Policy Advisor, Employer and Workplace Policy Team, DOL/ODEP

**Question and Answer Session** (2:30-2:55 p.m.)

**Closing Remarks** (2:55-3:00 p.m.)
- Lou Orslene, Director, Employer and Workplace Policy Team, DOL/ODEP
Presenters

• Jennifer Perry
  ▪ Access Specialist, Northeast Americans with Disabilities Act (ADA) Center

• Angela Watkins
  ▪ Program Manager, Section 508, Pension Benefit Guaranty Corporation (PBGC)

• Jonathan Katz
  ▪ Policy Advisor, Employer and Workplace Policy Team, DOL/ODEP

• Verlencia Somuah
  ▪ Policy Advisor, Employer and Workplace Policy Team, DOL/ODEP
Considerations for Physically Accessible Workplaces, Meetings and Events

Jennifer Perry
Access Specialist, Northeast Americans with Disabilities Act (ADA) Center
Connect with your regional ADA Center or contact an ADA specialist with your questions

800-949-4232
https://adata.org/
Planning for Accessibility

• Office Spaces
• Conferences
• Health Fairs
• Sporting Events
• Public Meetings
• Virtual Meetings/Conferences
• Street Festivals
• And more…
About the ABA Accessibility Standards

• Standards issued under the Architectural Barriers Act (ABA) apply to facilities designed, built, altered or leased with federal funds
• Issued by the U.S. Access Board
• Apply to temporary and permanent sites/facilities
Consider how people with disabilities:

• Obtain information and directions
• Arrive at the site – can they do so in the same ways as others? (e.g. via private automobile, taxi, public transportation, event shuttles)
• Find and use accessible parking
• Get from accessible parking to entrances
• Obtain additional information and directions on site
• Move around the site as needed
• Attend performances, participate in activities and enter exhibits
• Experience and enjoy activities, even if the participant’s disability affects their ability to communicate
• Select and purchase items at concessions and/or enjoy meals
• Use public toilet rooms, telephones, water fountains, shelters, first aid stations and other common amenities
Registration and Planning Considerations (3)

• Generally, think INCLUSION!

• Be willing to "reasonably modify your policies and procedures" when necessary to allow for equal access for attendees with disabilities

• Ensure that registration materials ask about attendee’s accommodation needs
  - Overnight stays – are accessible accommodations available?
  - Food and beverage – ask about dietary needs and/or food allergies and intolerances of participants and personal assistants on the registration form
  - Reinforce fragrance, smoke and pesticide-free environments
Sample Accessibility Statement

• “We strive to host inclusive, accessible events that enable all individuals to engage and participate fully. To request an accommodation or for inquiries about accessibility, please contact [name, email, telephone].”
Accessible Routes

Basic Features of an Accessible Route:
- 24” max. clearance
- 60" x 60" passing space
- 200 max. between passing spaces
- 32” min. maneuvering space at doors
- 32” min. accessible route
- T-intersection can function as a passing space
- 6’ min. headroom
- 4” max. clearance
- 36” max. clearance

Dimensions:
- 36 min. 915
- 32 min. 815
- 24 max. 815
- 48 min. 610
- 24 max. 610
- 36 min. 915
Maintenance Challenges
Consider the Seating Layout

Plan inclusive seating with accessible routes to accessible seating locations

• Classroom Style
• Theater Style
• Open Layout
Sample Theater Seating Layout

Accessible Row

Doors should be propped open in advance of each session and again at the close. Stationing a person by the doors to help facilitate late entry or early exit is ideal.

Stack of extra chairs

Refer to Food and Beverage Section

* Measure from the front edge of the chair in the accessible row to the back of the chair in the row in front.

Scooters

Wheelchairs

Best seats for participants with hearing or vision loss.

Front and back rows: omit chairs at corners to provide mobility device users with seating and aid circulation.
Other Considerations

• Provide access to speakers platforms and raised areas
• If you have mics, make sure they are used!
• Ensure an accessible route, clear floor space and accessible reach ranges are provided at areas such as vendors, concessions, coffee stations, etc.
Other Considerations (2)

- Service counters must be accessible
- Ensure that at least 5% of tables are accessible
- Incorporate access into buffet meal service (if provided)
- Facilitate effective communication for attendees, speakers and staff
Maintaining Accessible Routes
Entrances

- Accessible route coincides with, or in same area as, general circulation path.
- At least one compliant door or doorway.
- ISA required – unless all public entrances comply.
- Bollards/security barriers cannot obstruct accessible route.
Entrances: Automatic or Power-Assisted Doors

• Required at GSA federal buildings
Accessible Doors – Key Requirements

• Clear width (32 inches min.)
• Closing speed
• Opening force (5 lbf max interior)
• Compliant hardware
• Smooth surface (bottom, push side)
• Thresholds (1/2” max)
• Maneuvering clearance
  ▪ Both sides unless usable in one direction only
Door Maneuvering Clearances

• Minimum **clear** space needed for positioning, reaching hardware, opening/closing doors and maneuvering
  - Dimensions and configuration vary depending on direction of approach, push or pull side of swinging doors
Entrances: Maintenance Challenges

This door only has 4 inches of pull side clearance. Removing partition wall will correct this problem.
Entrances: Maintenance Challenges (2)

- Missing directional signage at inaccessible entrances
Entrances: Maintenance Challenges (3)

Watch for:

- Tripping hazards more than ¼ of an inch
- Heaved sidewalks, often due to tree roots
- Transitions between loose and hard surfaces
- Blocked or obstructed pathways
- Overhead limbs or signs
Protruding Objects

1. Wall-mounted drinking fountains are a hazard when the front edge projects more than 4 inches beyond the wall and the bottom is higher than 27 inches above the floor.

2. Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom of the object is not in the cane-detectable area below 27 inches off the floor.

3. Overhead objects must be at least 80 inches off the floor.
Protruding Objects: Maintenance Challenges
Accessible Parking Considerations

EX: Van space
Car space
Van space
Important!

- Accessible parking spaces must be located on the **shortest accessible route of travel** to an accessible building entrance.
- In parking facilities that serve multiple buildings, entrances or tenants, accessible parking spaces must be dispersed.
Accessible Parking: Key Points

Watch for:
• Enough spaces?
• Proper dimensions?
• Level parking area?
• Access aisles for each space?
• Van accessible spaces?

<table>
<thead>
<tr>
<th>Total Number of Parking Spaces Provided in Parking Facility</th>
<th>Minimum Number of Required Accessible Parking Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4</td>
</tr>
<tr>
<td>101 to 150</td>
<td>5</td>
</tr>
<tr>
<td>151 to 200</td>
<td>6</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
</tr>
<tr>
<td>301 to 400</td>
<td>8</td>
</tr>
<tr>
<td>401 to 500</td>
<td>9</td>
</tr>
<tr>
<td>501 to 1000</td>
<td>2 percent of total</td>
</tr>
<tr>
<td>1001 and over</td>
<td>20, plus 1 for each 100, or fraction thereof, over 1000</td>
</tr>
</tbody>
</table>
Level Parking Spaces?
Above Grade Signage

• Signs must be 60 inches minimum above the ground, measured to the bottom of the sign
Signage Maintenance Challenges
Toilet Room Considerations
Toilet Rooms: Single-User

Watch for:

• Clear floor space for maneuvering, turning

• Trash cans or other items interfering with maneuvering space
Toilet Rooms: Multi-User

At least one wheelchair accessible toilet compartment (§213.3.1)

At least one compliant urinal where more than one urinal is provided (§213.3.3)

At least one compliant lavatory (not located in a toilet compartment) and at least one compliant mirror, where provided (§213.3.4 and §213.3.5)

At least one ambulatory accessible toilet compartment in restrooms with at least 6 toilet compartments or where the combined total of toilets and urinals is at least 6 fixtures (§213.3.1)

Dispensers, receptacles, and other operable parts must comply where provided (§205)

Turning space (§603.2.1)
Watch for:

- 27 inches minimum of knee clearance
- Pipes insulated or protected to prevent contact
- Round faucets?
  - Replace with lever handles
Dispensers, Receptacles, Operable Parts

- Generally, maximum reach range is 48 inches
- Watch for:
  - Items located on back wall behind counter or other obstructions
  - Lower item to 46 or 44 inches above the floor
- Operation should not require more than 5 lbf, nor tight grasping, pinching or twisting of the wrist
Mirrors

• Bottom edge of reflecting surface
  ▪ Above counter: 40 inches max.
  ▪ Anywhere else: 35 inches max.
Resources

U.S. Access Board Recommendations and resources to assist agencies in identifying and advancing priorities for facility accessibility

- https://www.access-board.gov/deia-recommendations/

ABA Accessibility Standards

- https://www.access-board.gov/aba/

GSA Compliance Checklist for Leased Facilities


GSA National Accessibility Program Standards, Policies and Procedures

ADA National Network Hospitality Initiative - Planning Accessible Meetings, Events and Conferences:

- [https://www.adainfo.org/hospitality/accessible-meetings-events-conferences-guide/#tab1](https://www.adainfo.org/hospitality/accessible-meetings-events-conferences-guide/#tab1)

A Planning Guide for Making Temporary Events Accessible for People with Disabilities:

U.S. Access Board Technical Assistance, Guides, and Animations

Email:
- enforce@access-board.gov
- ta@access-board.gov

- www.access-board.gov/aba/guides/
Ensuring Digital and Document Accessibility

Angela Watkins
Program Manager, Section 508, Pension Benefit Guaranty Corporation (PBGC)
508 Accessibility — Everyone’s Responsibility
Microsoft’s Accessibility Checker
What We’re Going to Do

• Learn how to get to the Accessibility Checker (same for other Microsoft applications)
  ▪ Word
  ▪ Excel
  ▪ PowerPoint

• See a demo of “before” and “after” of using the Accessibility Checker
Get to the Accessibility Checker, Option 1: File, Info

- **File > Info** Properties, from **Check for Issues**, allows you to access the Check Accessibility option.
Get to the Accessibility Checker, Option 2: Review Tab

- The Review Context Menu includes the Check Accessibility option
Get to the Accessibility Checker, Option 2: Keyboard Only

• Accessing the Review Context Menu via short cuts [Alt Key] (Step 1 of 2)
Get to the Accessibility Checker, Option 2: Keyboard Only (2)

• Accessing the Review Context Menu via short cuts (Step 2 of 2)
Accessibility Checker, Inspection Results

• An example of an opened Word document with the Accessibility Checker showing Inspection Results
• An example of Inspection Results from first run of the Accessibility Checker
• File Properties allows you to access the Check Accessibility option

Additional Information

Why Fix?
If the image or object is not inline, it may be difficult for screen readers users to interact with the object. It may also be difficult to know where the object is relative to the text.

Steps To Fix:
To change objects to inline and remove text wrapping,
1. Select the object and right click.
2. Point to Wrap Text > In Line with Text.

When Wrap text option is unavailable in the context menu, follow these steps.
1. Select the object and right click.
2. Select Format AutoShape/Picture.
3. In the Format Object dialog, select the Layout tab.

Read more about making documents accessible
Accessibility Checker: Common Errors

• Not using Alt Text (Alternative Text)
  ▪ For images and shapes
• Including extra spaces or multiple tabs to manage alignment
• Including extra returns (paragraph marks) for spacing
  ▪ This creates empty/blank paragraphs
• Style Sheet order — Hierarchy
  ▪ Headline 1, 2 and 3 not being used
Accessibility Checker: After

• An example of the goal feedback wanted from the Inspection Results run after working to correct errors and warnings outlined

![Accessibility Checker](image)
Demo of Microsoft’s Accessibility Checker: Word

Accessibility Checker: Review Actual File

• Now we’re going to open a file to demonstrate the use of the Accessibility Checker
Developing an Events Accessibility Policy at DOL

Jonathan Katz
Policy Advisor, Employer and Workplace Policy Team, DOL/ODEP

Verlencia Somuah
Policy Advisor, Employer and Workplace Policy Team, DOL/ODEP
Questions?
The Employer Assistance and Resource Network on Disability Inclusion (EARN) is a resource for employers seeking to recruit, hire, retain and advance qualified employees with disabilities. This publication is fully funded by the U.S. Department of Labor’s Office of Disability Employment Policy (ODEP) under cooperative agreement No. OD-33975-19-75-4-36 with Cornell University. The total four-year cost of this agreement amounts to $10,000,000. This document does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S. Government.