

## Checklists for Equal or Reasonable Access to Health and Wellness Programs

### Checklist for Logistics

| Types of Access   | Yes | No | Proposed Solution |
|---|-----|----|-------------------|
| <p><b>Program Design</b></p> <p>Employees, including those with physical and communication impairments, are included in an advisory capacity in the design, selection, and implementation of wellness programs.</p>       |     |    |                   |
| <p><b>Parking</b></p> <p>An adequate number of disability accessible parking spaces are available in near proximity to disability accessible entrance.</p>  |     |    |                   |
| <p><b>Approach and Entrance</b></p> <p>Safe and barrier-free.<br/>At least one route of travel to the entrance and through the facility is available for employees who use mobility aids.</p>                             |     |    |                   |
| <p><b>Programs and Services</b></p> <p>The layout of the worksite/off-site health and wellness location allows all employees access to programs and services.</p>   |     |    |                   |
| <p><b>Equipment</b></p> <p>Health and wellness equipment such as physical activity devices, medical equipment, and screening tools that are used at the worksite and other locations are accessible to all employees.</p> |     |    |                   |
| <p><b>Service Acquisition</b></p> <p>Vendors provide program and service support that is accessible to all employees.</p>   |     |    |                   |

| Types of Access   | Yes | No | Proposed Solution |
|---|-----|----|-------------------|
| <p><b>Usability of Rest Rooms and Lockers</b></p> <p>Rest rooms and lockers are accessible to employees who use mobility aids.</p>  |     |    |                   |
| <p><b>Additional Access</b></p> <p>Amenities such as drinking fountains and cafeterias are accessible to all employees who use mobility aids.</p>   |     |    |                   |
| <p><b>Special Events</b></p> <p>Wellness fairs and special events to promote a healthy workforce are located in an area accessible to employees who use mobility aids.</p>  |     |    |                   |
| <p><b>Providers</b></p> <p>Healthcare providers administering services through the Employee Health Promotion Program are trained to accommodate the health care needs of employees with disabilities. Providers should be knowledgeable about resources that may assist with providing accessible and appropriate care.</p> |     |    |                   |
| <p><b>Hours and Location</b></p> <p>Services are provided to employees working all shifts and in different locations.</p>   |     |    |                   |

**Checklist for Communication Access to Health and Wellness Programs**

| <b>Types of Access</b>   | <b>Yes</b> | <b>No</b> | <b>Proposed Solution</b> |
|--|------------|-----------|--------------------------|
| <p><b>Program Design</b></p> <p>Employees, including those with communication impairments, are included in an advisory capacity when designing and selecting wellness programs.</p>  |            |           |                          |
| <p><b>Literacy</b></p> <p>Health and wellness messages are created and delivered in a way that is accessible and easily understandable by employees with low literacy or unable to communicate in English.</p>   |            |           |                          |
| <p><b>Sensory and/or Cognitive Impairment</b></p> <p>Health and wellness messages are created and delivered in a way that is accessible and easily understandable by all employees including those with sensory or cognitive disabilities. This may include large print and Braille.</p> |            |           |                          |
| <p><b>Alternate Formats</b></p> <p>Health and wellness information is available in multiple formats to ensure access for all employees. It may entail having interpreters for sign language.</p>   |            |           |                          |
| <p><b>Information Acquisition</b></p> <p>Vendors are informed if varied formats are required for the presentation or delivery of information.</p>  |            |           |                          |
| <p><b>Web-based Information</b></p> <p>Benefits information provided primarily via Web sites is accessible to employees with screen readers.</p>   |            |           |                          |

| <b>Types of Access</b>  | <b>Yes</b> | <b>No</b> | <b>Proposed Solution</b> |
|---|------------|-----------|--------------------------|
| <p><b>Special Events</b></p> <p>Assistive aides or services are provided as necessary to allow employees to fully participate in wellness fairs and special events.</p>   |            |           |                          |
| <p><b>Accessible Providers</b></p> <p>Healthcare providers understand the communication needs for employees with disabilities and are knowledgeable of assistive aids and services to assure communication.</p> |            |           |                          |

### **Mobility Aid Checklist**

| <b>Types of Access</b>   | <b>Yes</b> | <b>No</b> | <b>Proposed Solution</b> |
|--|------------|-----------|--------------------------|
| Wheelchair users can enter the building unaided.   |            |           |                          |
| If needed, a wheelchair user will receive assistance to enter the building.  |            |           |                          |
| Individuals with a mobility impairment, (e.g., someone using a walking stick) are able to use services without assistance. |            |           |                          |
| All doors meet recommended width and general specifications.   |            |           |                          |
| Available lifts can be used by a wheelchair user.  |            |           |                          |
| Lift locations are clearly designated.   |            |           |                          |
| Rest areas are available.  |            |           |                          |
| Access routes to the toilets and other areas are kept clear.   |            |           |                          |
| Toilets are adapted for use by those using a wheelchair.   |            |           |                          |

|  |  |  |  |
|--|--|--|--|
| Restrooms are designed to accommodate large electric wheelchairs.                  |  |  |  |
| Grab rails are present within the restroom and at any other appropriate locations. |  |  |  |

### Staff Awareness Checklist

| <b>Staff Awareness</b>  | <b>Yes</b> | <b>No</b> | <b>Proposed Solution</b> |
|---|------------|-----------|--------------------------|
| Staff has received training about the meaning of equal access.                    |            |           |                          |
| Staff understands the needs of the visually impaired.                             |            |           |                          |
| Staff understands the needs of the hearing impaired.                              |            |           |                          |
| Staff understands the needs of those with mobility impairments.                   |            |           |                          |
| Individuals organizing events are comfortable addressing issues of accessibility. |            |           |                          |
| Staff has understanding of cognitive deficits.                                    |            |           |                          |

