Workplace Accommodations
for Employees with Disabilities

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This guide will review common accommodations provided for individuals with the following disabilities/limitations/barriers:

1. Mobility & Physical
2. Mental Health
3. Neurodivergent/Sensory
4. Visual
5. Hearing
6. Cognitive

Disclaimer: The examples provided below are generalized recommendations for individuals in identified disability groups. Everyone's barriers or limitations may be affected by many factors, and it is common that no two individuals will require the same supports. While every effort is made to ensure that the information shared is accurate and up to date, it is essential to seek a personalized assessment from a qualified Assistive Technology or Ergonomic professional to determine the specific needs and circumstances of each employee

1. MOBILITY & PHYSICAL DISABILITIES

WORK SCHEDULE & MODIFIED ENVIRONMENT

- Part-time or flexible work schedule
- Ability to work from home
- Split shifts
- Scheduling work at only 1 location

JOB DUTIES

- Elimination of non-essential tasks
- Reassigned visits to accessible worksites
- Fine motor and dexterity support

WORKSPACE

- Reduction of light exposure
- Providing ergonomic office furniture
- Adjustment of proximity to noise
- Providing ample space for movement or storage while transitioning from or using a wheelchair or mobility device
- Reassigned duties or tasks among team

EQUIPMENT & TECHNOLOGY

- Alternative keyboard, mouse, or joystick
- Accessibility settings and software
- Devices that allow the use of the hand, head, or legs to operate a computer
- Speech recognition software
- Recording devices for meetings or a designated note-taker

WORKPLACE (PHYSICAL ACCESS)

- Accessible parking spots & flexibility for transportation
- Accessible entrances/exits
- Easy access to interior spaces like water fountains, bathrooms, elevators
- Quiet and private location for medication administering religious practice, or self-regulation

2. MENTAL HEALTH DISABILITIES

CONCENTRATION & ATTENTIVENESS

- Alternative lighting
- Noise reduction (noise cancelling or white noise)
- Task breakdowns
- Pomodoro timers
- Flexible work hours

MEMORY

- Break reminder software
- Planners, checklists, or visual calendars
- Medication reminder applications
- Note-taking software
- Multiple methods of communication

EMOTIONAL REGULATION & STRESS TOLERANCE

- Encouraging use of employee health benefits and supports
- Use of mental health applications
- Adjustment of supervisory feedback/frequency
- Flexible schedule and/or work breaks

FATIGUE OR SLEEP DISTURBANCES

- Ergonomic office equipment to promote proper posture
- Alternate lighting
- Task rotation
- Encouraging important tasks around "energetic" periods of the workers day

ORGANIZATION & PLANNING

- Use of work platform organization features (for Microsoft or Google)
- Timers, watches, or visual task cues
- Tasks given by importance and due date
- Electronic or written directives
- Possible job restructuring

COMMUNICATION & INTERACTION

- Increased communication with Supervisor to ensure job success
- Use of collaborative communication features on work platforms
- Creative communication for remote workers
- Creating safe spaces for workers through wellness initiatives and small "wins"

3. NEURODIVERGENT/SENSORY DISABILITIES

SENSORY OVERLOAD/OVERSTIMULATION

- Noise cancelling headphones
- Adjustable desk lighting
- Ability for multiple short breaks
- Temperature regulation (fan/heater)
- Fidgets or flexible seating

MEMORY

- Break reminder apps or software
- Planners, checklists, visual calendars
- Medication reminder apps

PRODUCTIVITY & TASK PLANNING

- Using organization features in work platforms (Google, Microsoft)
- Timers or visual task cues
- Body doubling
- Task prioritization
- Electronic or written directives
- Possible job restructuring

CONCENTRATION

- Noise reduction
- Task breakdown via agenda or notes
- Pomodoro timers
- "Focus" time chunks
- Closed captions/recorded meetings

COMMUNICATION & ENGAGEMENT

- Increased 1-1 check ins and meetings with Managers
- Positive feedback
- Creative communication for remote workers
- Flexible timelines for small tasks/deadlines
- Options for team building activities

4. VISUAL DISABILITIES (LOW VISION TO LEGALLY BLIND)

COMPUTER ACCESS

- Screen reader software (text-to-speech)
- Screen magnification tools (devices or software)
- Optical character recognition (OCR) technology
- Website modifications for accessibility
- Digital Applications or recorders
- Large print or high-contrast keyboards
- Computer display adjustment settings

PHYSICAL ACCESS & NAVIGATION

- Braille lettering on signs or equipment for identification
- Accessible transportation or parking
- Assistance animal/guide dog access and pet relief stations
- Easy to access layouts of worksites
- Use of personal devices for wayfinding

WORK ENVIRONMENT

- Adjustable lighting
- Workspace aisles and paths free of clutter or tripping hazards
- Adjustment of equipment or office supply location for access
- Provision of accessible materials in alternative formats (large print, audio, electronic)
- Modified work environments or schedules

COMMUNICATION & ENGAGEMENT

- Verbal descriptions in meetings- such as requesting that each speaker say their name and provide a brief description of themself at a meeting
- Sighted guides and sighted assistance for visual description and navigation
- Employee portals, message boards, online training, and other sites should be accessible to employees who are blind or have low vision
- Verbal descriptions of charts, tables, or pictures in presentations
- Assigned staff to assist with emergencies or evacuation plan

5. HEARING DISABILITIES (DEAF AND HARD-OF-HEARING)

TECHNOLOGY ACCESS

- Speech-to-Text services
- Note taking software
- Use of app/features on personal devices
- TTY (Text Telephones)
- Properly placed microphone in meetings to increase sound quality

WORKSPACE AND ENVIRONMENT

- Remote work
- Reduction in background noise or areas
- Visual emergency alert devices (flashing alarm lights with alarm sound)

COMMUNICATION

- Provision of ASL interpreting services
- Closed captioning and subtitles made available in online meetings
- Assisted listening systems for workers with hearing devices (hearing aids or cochlear implants)
- Use of electronic work platforms to communicate detailed information
- Personal amplifiers

6. COGNITIVE DISABILITIES

MEMORY & RETRIEVAL

- Use of electronic task lists, reminders, or scheduling applications
- Alternate testing and interview methods (verbal, open book)
- Visual cues and repetition
- Instructions or directions with pictures

INFORMATION PROCESSING

- Provide smaller, informative chunks of information to allow processing
- Written directions/lists for each shift
- Increased 1-1 meetings for questions
- Additional time to complete tasks

READING & WRITING

- Word-Prediction and Text-to-Speech software programs
- Focus apps and device settings
- Talking watches, calculators, and voice recorders
- Extended time to complete reading or writing assignments (may require proofreading)
- Multi-method testing approach (demonstration, verbal understanding, etc.)

WORK ENVIRONMENT

- Minimized loud or distracting environments
- Job Coach or Supervisor to guide worker
- Job restructuring to remove marginal functions, facilitating focus on essential job duties
- Encourage more frequent rest breaks