

# C&C General Accessibility Checklist

## Background and context

**An accessible workplace benefits every person**, whether they have any formally diagnosed or documented disabilities, chronic illnesses, neurodivergences, or conditions that substantially limit one or more major life activities and impact how they show up in the workplace, or not.

Additionally, accessibility in our external facing work and communications ensures everyone is included, respected and valued as well as elevated our credibility and reputation as an organization. It shows our actions are in alignment with our values. At the very core, it's the right thing to do. Accessibility and respect and appreciation for diversity makes our organization and community mobilization behind our mission stronger and more inclusive.

## Objectives

The Accessibility subgroup of the DEI Taskforce in partnership with the Employees for Accessibility (EFA) Affinity Group has designed the following checklist to consult when scheduling events, in-person or virtual, designing visual materials and communications, both internal and external, or beginning any project with which others will interact, to help employees, supporters, our audiences, etc. feel comfortable, welcome, and in an environment where they can truly be themselves and do their best work.

## Physical Space Accessibility

- ☐ Facilities/spaces are ADA compliant for wheelchair access/mobility aids
- ☐ Event/activities are held in spaces (states, cities, facilities, etc.) that are open to and welcoming to ALL people (regardless of gender identity, sexual orientation, race, religion, citizenship status, etc.; at the very least make sure there no laws on the books criminalizing identity, ex: laws against transgender people using the restroom that aligns with their gender identity).

- ☐ Make sure the space has easily navigable emergency exits and elevators (if applicable), gender neutral restrooms are available, and if not, folks are allowed to use the restroom aligning with their gender identity. ( Where applicable, information about a jurisdiction's policies regarding the use of bathrooms by transgender individuals, including information about penalties for violating such policies, is proactively provided to attendees. Hosting mandatory events in spaces with such policies is strongly discouraged for employee safety. )
- ☐ Space is set up to be easily maneuverable by mobility aids, including wheelchairs
- ☐ Table height is tall enough to accommodate wheelchairs
- ☐ Variety of seating that can accommodate bodies of any size and provide stable back support
- ☐ Space temperature not too hot or cold, with ability to mediate temperature/operate thermostat
- ☐ Clean air measures in place: air purifier(s), windows open for ventilation, encourage mask wearing, Covid19 pathogen testing, and encouragement for folks who may have illness symptoms to stay home
- ☐ Have virtual option(s) available where possible
- ☐ Have water available and easily accessible
- ☐ If serving food, accommodate for allergies or dietary restrictions; ask/survey participants ahead of time about dietary needs \*\* (see below)
- ☐ Survey participants ahead of time for accessibility/accommodation needs \* (see below)

## Visual Accessibility

- ☐ Maintain a high contrast ratio between text and its background: 4.5:1 for normal text and 3:1 for larger text (at least 18 point or 14 point bold)
- ☐ Avoid using color alone to convey information
- ☐ Use minimum of 12 points (pt) font, 16px for web content, 14 pts for print, and 24-28 points for presentations
- ☐ Our recommended accessible fonts: Lato preferred, and Arial and Calibri as other accessible alternatives
- ☐ Use alt text and image descriptions for all images present
- ☐ Make sure alt text is short and to the point. Do NOT include the words image description or this image shows as they are already part of alt text html. Just describe the image briefly and to the point that conveys the central point/meaning

of the image. (Ex: a calico cat wearing a t-shirt is sitting on a white woman's lap who is petting her).

- ☐ Make sure to end any description with a period; screen readers will pause before going on to the next thing.
- ☐ Avoid text on images where possible

## Auditory Accessibility

- ☐ Provide auto-generated or closed captioning and transcripts for video and audio content
- ☐ Use microphones when presenting auditory information
- ☐ Limit the use of music; do not play music simultaneously while talking
- ☐ Hold presentations in quiet spaces with minimal outside noise and distractions
- ☐ Provide ASL and Spanish, other multilingual interpreter services where possible

## Other Digital/Communications Accessibility

- ☐ Where possible, allow for people to be able to adjust their text size (website)
- ☐ Use plain, clear, descriptive language and avoid jargon, acronyms without defining them first, overly complex language
- ☐ Use descriptive anchor text that makes sense out of context, rather than generic phrases like "click here"
- ☐ All links must include 2 distinctive factors to identify them as links (color differentiation, boldness, underline, etc)
- ☐ Digital content like email and webpages read on mobile phones should adjust their formatting so that they remain readable - i.e. text size is not diminished and images remain clear
- ☐ When creating digital content, use document styles to organize content and properly tag headings, which will make it easier for screen reader software to navigate through a document or web page.
- ☐ Labels, keyboard access, and clear instructions are important for forms to be accessible.
- ☐ Where possible, translate important web materials and documents into the top 3-5 most commonly spoken languages in your geographic area.

## Diverse Learning Modalities/Neurodivergence Accessibility

- ☐ Offer information in a mix of formats, such as text, audio, video, graphics, and experiential/tactile learning, etc. to accommodate for the different learning styles
- ☐ Use clear labels and/or hierarchical heading structure to organize content logically and make it easier for users to scan and understand the contents' structure
- ☐ Provide meeting agendas, instructions/guidelines, what to expect, need to know info ahead of time
- ☐ Consider as short as possible session times; allow ample time for breaks for anything over an hour
- ☐ Have a virtual option and/or record session/presentation/etc. where possible
- ☐ Provide notes/written guides to refer back to
- ☐ Avoid loud or startling sounds or loud music; avoid multiple stimuli at once (for example: music while someone is talking)
- ☐ List action items

## Inclusivity/Other

- ☐ Use gender neutral terminology (ex: everyone, colleagues, honored guests, friends, all, folks, etc. and they/them/their instead of she/her/hers or he/him/his ex: employee must submit their timecard before 12 pm vs employee must submit his/her timecard before 12 pm)
- ☐ Conduct risk assessments for employees of marginalized identities (BIPOC, LGBTQ+, immigrant, etc.) and keep up with news and changing laws, etc.
- ☐ Encourage people to “take care of themselves,” including leaving the space freely to take care of their needs
- ☐ Keep a scent-free environment
- ☐ Include pronouns and preferred names on forms and in introductions/ice breakers, email signatures, etc.
- ☐ Ask folks how to pronounce their names and/or include phonetic spelling of names in directories
- ☐ Check multicultural holiday calendars and avoid scheduling major events/meetings on major holidays if possible

## Accessibility Survey Examples

### Accessibility:

What accessibility needs do you have?

[Box to write answers in]

What, if any, accommodations do you need?

[Box to write answers in]

### Dietary Survey

Are there any foods that you cannot eat, whether it be for dietary, health, religious, cultural, or sensory reasons?

[Box to write answers in]

List food allergies or sensitivities:

[Box to write answers in]

If you are someone who has a restricted diet for any reason (dietary, health, religion, culture, sensory, etc), what foods can you eat with no issues? Some examples are: macaroni and cheese, plain grilled chicken, hamburgers, rice, grilled cheese & soup, basic salads, sopa de fideo, egg drop soup, arepas, congee, vegemite toast, scallion pancakes, etc.

[Box to write answers in]

## Resources

 [C&C Accessibility Considerations/Best Practices GENERAL - WIP](#)

 [Digital Accessibility Guidelines WIP](#)

 [Accessibility in Digital Spaces](#) - More in-depth information on color contrast, accessible fonts, alt text and image descriptions, and other digital accessibility items

[Writing good alt text basics](#)

[Color contrast checker](#)

[Digital.gov](#) - excellent guide on incorporating ADA and digital accessibility into digital communications and websites.

[Job Accommodations Network \(JAN\)](#)

[Trans Safety Report](#) from journalist Erin in the Morning

[A Planning Guide for Making Temporary Events Accessible to People With Disabilities](#) - event  
planning resource by the ADA National Network