



Disability Accommodation Ideas

Because there can be so much overlap and similarity between different disability types, their barriers, and their accommodations, this guide was designed to help you find common accommodation ideas specific at disability types and cross reference to similar barriers and solutions.

The Job Accommodation Network is ALWAYS a great resource!!!

<https://askjan.org>

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ACCOMMODATION IDEAS RELATED TO HEARING

Allow service animals

Alternative communication methods

Pictures, symbols, or diagrams instead of words

Written or typed responses instead of verbal responses

Written notes and information

Electronic communication, i.e., e-mail and instant messaging

Assistive listening devices (ALD)

Amplifiers with the telephone

Augmentative communication devices

TTY

Note taker during meetings

Caption all videos

Interpreters

Communication access real-time translation (CART)

Computer-assisted note taking

Web-based meeting software or video conferencing

Portable voice amplification

Tape recording of meetings

Speech recognition software

Telephones with amplification, adjustable sound frequency, and/or headset designed for people who wear hearing aids

Pen and paper,

Chalk or dry-erase boards

Paging devices

Visual or tactile alerting emergency devices

Written scripts for videos

Safety

Emergency evacuation buddy system

Auditory signal software to replace computer sounds

Established paths of travel for forklifts, vehicles, and heavy equipment

Flashing lights and mirrors on forklifts and vehicles

Electronic hearing protection that filters out damaging noise while allowing the user to hear human voices

Place mirrors strategically around the work area to help alert the employee to the presence of customers

Reduce auditory distractions

Meeting etiquette of only one person speaking at a time

Notify all that the employee has a hearing loss and that they should look directly at the employee when speaking (the employee must agree to this accommodation)

and ask customers to write their questions



ACCOMMODATION IDEAS RELATED TO VISION

Allow service animals

General

Verbal information to employee or provide written information on audiotape

Templates or forms to cue information requested

Verbal response instead of written response

Voice input and spell-check on computer

Special pens, e.g., a bold felt tip or lighted pen

Special paper, e.g., with tactile lines, bold print, or less glare

Color contrast

Note takers

Modify existing phone system with voice output

Mobility and orientation training

Mobility aid (cane, electronic aid, other)

Auditory warning service

Large buttons with universal symbols (fire, police, doctor) and clear labels

Verbal landmark system

Talking money identifier

Lighting considerations:

Change fluorescent lights to high intensity, white lights

Increase natural lighting

Use task lighting

Lower wattage of overhead lights

Use full spectrum lighting and/or filters

Flicker free lighting

Calculations

Large-display or talking calculator, counter, or ticker

Talking tape measure and liquid level indicators

Reading

Voice output on computer

Reading pen for single words

Line guide to identify or hi-light one line of text at a time

Text to speech software

Writing

Typed response instead of written response

Ample space on forms requiring written response

Voice activated recorder to record verbal instructions

Proof-reading/editing software



For those who benefit from magnification and other modifications

Hand/stand magnifier

Large print/increase font size

Closed circuit television system (CCTX)

Clip-on monocular or loupes; prism spectacles; binocular systems, or a handheld

Monocular

Computer screen magnification software

Anti-glare or anti-radiation computer screen guard

For those who do not benefit from magnification

Optical character recognition system (OCR)

Tactile graphics

Screen reading software

For those who use braille

Computer Braille display

Digital recorder

Electronic Braille or talking note takers and organizers

Braille Printer or Embosser



ACCOMMODATION IDEAS RELATED TO SPEECH IMPAIRMENTS

[Alternative Communication Methods](#)

Technology

Speech-to-Speech (SRS) relay services

Computer with word processing software, word prediction software, and/or speech output software

Fluency Devices

Electro-larynx

General

[Reduce auditory distractions](#)

Meeting etiquette of only one person speaking at a time

[Suggestions specific to interviewing](#)

Provide interview questions in advance to allow time to prepare and deliver responses effectively

In-person interview as an alternative to a phone or virtual interview



ACCOMMODATION IDEAS RELATED TO PHYSICAL

Allowing service animals

Gross motor/mobility

Ramps and elevators

Automatic door openers

Accessible restrooms

Alternative computer and telephone access

One-handed keyboards, speech recognition software, large-key keyboards, touch Pads, trackballs, and/or head pointing systems

Grip aids, writing cuffs, recording devices for note taking, note-takers, and/or Clipboards

Speaker phones, phone holders, and/or telephone headsets

Ergonomically designed tools, vibration dampening tool wraps and gloves, vises, Positioners, foot controls, pistol grip attachments, and/or digital distance measuring Devices

Ergonomic workstation design

Adjustable height desk

Move workstation close to other work areas, break rooms, and restrooms

Lateral files, carousel rotary files,

Lightweight carts with large wheels

Balancing/climbing supports

Rubber matting on floor area

Stepping stands with handrails and rolling safety ladders

Head, eye, and harness protection

Arm rests on chairs

Managing fatigue

Task stools, anti-fatigue matting, and/or sit/stand stools

Flexible start or ending times

Adjusted workweek

Scheduled periodic rest breaks



ACCOMMODATION IDEAS RELATED TO LEARNING AND ATTENTION ISSUES

[Managing stress](#)

[Managing change](#)

[Working effectively with supervisors](#)

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Flash cards, multiplication tables available

[Managing emotions](#)



ACCOMMODATION IDEAS RELATED TO MENTAL HEALTH

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ACCOMMODATION IDEAS RELATED TO INTELLECTUAL/COGNITIVE IMPAIRMENTS

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ACCOMMODATION IDEAS RELATED TO SOCIAL/COMMUNICATION

Allow service animals

Visual Communication

Written information in large print

Change fluorescent lights to high intensity, white lights

Increase natural lighting

Glare guard for computer monitors

Work effectively with supervisors

Positive praise and reinforcement

Written job instructions

Written clear expectations of responsibilities and the consequences

Open communication to managers and supervisors

Written long term and short-term goals

Strategies to deal with problems before they arise

Detailed day-to-day guidance and feedback

Identified areas of improvement for employee in a fair and consistent manner

Assist employee in assigning priority to assignments

Assign projects in a systematic and predictable manner

Adjust supervisory method by modifying the manner in which conversations take place, meetings are conducted, or discipline is addressed

Managing change

Recognize that a change in the office environment or of supervisors may be difficult for a person with a brain injury

Maintain open channels of communication between the employee and the new and old supervisor to ensure an effective transition

Weekly or monthly meetings with the employee to discuss workplace issues and productions levels

Workplace social skills

All employees model acceptable social skills

Job coach to help employee understand different social cues

Recognize and reward acceptable behavior to reinforce such behaviors

Review conduct policy with employee reduce incidents of unacceptable behavior

Concrete examples to explain unacceptable behavior and consequences

Training videos to demonstrate acceptable behavior in workplace

Role-play scenarios to demonstrate acceptable behavior in workplace

Communicating in the workplace

Advance notice of meetings, particularly when employee is required to provide information to attendees

Employee provides written response in lieu of verbal response

Employee brings an advocate to performance reviews and disciplinary meetings



[Managing stress](#)
[Managing emotions](#)



ACCOMMODATION IDEAS RELATED TO EXECUTIVE FUNCTIONING LIMITATIONS

Allow service animals

General

Remove or reduce distractions from work area

Written minutes of each meeting.

Checklists, reminders

Notebooks, calendars, or sticky notes to record information for easy retrieval

Written as well as verbal instructions including standards for deadlines, accuracy, etc.

Verbal prompts or reminders

Electronic organizers, recorders and similar devices

Color-code system for files, projects, or activities

Specific feedback to help the employee target areas of improvement

Time management

Divide large assignments into several small tasks or chunks

Timer or alarm after assigning ample time to complete a task

Plan and structure times of transition and shifts in activities

Electronic or paper organizer

Clear timeframes or deadlines

Memory

Written information posted in a central location

Additional training time labels, color coding, or bulletin boards

Post instructions of all frequently used equipment

Training refreshers

Flow-chart to indicate steps in a task

Verbal or pictorial cues

Paperwork

Automate paperwork by creating electronic files when possible

Use speech recognition software to enter text or data into electronic files

Save time filling out paper forms by completing information in advance, using prefilled

forms, or adhering pre-printed stickers

Provide templates of letters or e-mails

Re-design commonly used forms

Use large font

Double space or triple space

Provide adequate space for hand-written response



Understanding information

Clarify abstract versus concrete concepts
Define abstract or vague concepts like “professional behavior”
Training videos

Interacting with coworkers

Job coach to help employee understand different social cues
Mentors
Optional attendance at employee social functions
Minimize personal conversation, or move personal conversation away from work areas

[Alternative communication methods](#)

Problem solving

Picture diagrams of problem-solving techniques, e.g., flow charts
Supervisor, manager, or mentor available when the employee has questions
Written exception handling procedures written

Concentration

Breaks for mental fatigue
Short walks,
Get up for a drink of water
Caption all videos
Rotating through varied tasks

Reduce auditory distractions

Noise canceling headset
Sound absorption panels
White noise machine
Relocate employee's office space away from audible distractions
Redesign employee's office space to minimize audible distractions
Separate workstation from noisy equipment

Reduce visual distractions

Create/use partitions to block distractions
Install space enclosures (cubicle walls)
Install space enclosures (cubicle walls)
Reduce clutter in the employee's work environment
Redesign employee's office space to minimize visual distractions
Relocate employee's office space away from visual distractions

Multi-tasking

Separate tasks so that each can be completed one at a time
Flow-chart of tasks that must be performed at the same time, carefully labeling or



color-coding each task in sequential or preferential order
Individualized/specialized training to help the employee learn techniques for multitasking
(e.g., typing on a computer while talking on the phone)
Identify tasks that must be performed simultaneously and tasks that can be performed individually
Specific feedback to help the employee target areas of improvement
Ergonomic equipment to facilitate multi-tasking
Visual or audible communication represent performance standards such as completion time or accuracy rates

Organization and prioritization

Mentor and/or job coaches to help employee to reinforce organization skills.
Organize workspace to reduce clutter
Time designated at the end of each day to organize and set up for the next day
Calendars, daily or weekly task list
Employee name plates on desk and/or door
Building directory or employee directory by name, floor, unit, etc.
Label items at desk (in-box, this week's videos, etc.)
Nametags (or other identification) for all employees
Auto-dial programmed on phone that connects to supervisor or other numbers

Workplace social skills

All employees model acceptable social skills
Job coach to help employee understand different social cues
Recognize and reward acceptable behavior to reinforce such behaviors
Review conduct policy with employee reduce incidents of unacceptable behavior
Use concrete examples to explain unacceptable behavior and consequences
Training videos to demonstrate acceptable behavior in workplace
Role-play scenarios to demonstrate acceptable behavior in workplace

Managing stress

Encourage use of stress management techniques to deal with frustration

Managing emotions

Meditation



ACCOMMODATION IDEAS RELATED TO SEIZURES

Allow service animals

Ensuring safety

Designate a person to respond to emergencies and know when to call 9-1-1

Keep aisles clear of clutter

Provide a quick, unobstructed exit and post clearly marked directions for exits, fire doors, etc.

Provide sensitivity training to employees

Photosensitivity

Use flicker-free monitor (LCD display, flat screen), monitor glare guard, "computer glasses," and take frequent breaks from tasks involving computer

Replace fluorescent lights with full spectrum lighting, use desk or floor lamps, and use natural lighting source (window) instead of electric light one occurrence

Lighting triggers

Add fluorescent light filters to existing fluorescent lights to create a more natural lighting

Change lighting completely

Provide an anti-glare filter for computer monitor

Provide a liquid crystal display monitor that has a better refresh rate

Move employee to a private area to allow for personal adjustment to appropriate lighting

Allow the employee to wear sunglasses or anti-glare glasses in the work area

Allow telework

Noise triggers

Move employee to a more private area or away from high traffic areas

Provide an environmental sound machine to help mask distracting sounds

Provide noise canceling headsets

Provide sound absorption panels

Encourage coworkers to keep non-work-related conversation to a minimum

Environmental sound machines (white noise machines) to mask any noise/sounds in the environment

Smell/fragrance triggers

Implement a fragrance-free policy

Request that employees voluntarily refrain from wearing fragrances

Allow telework

Move the employee to an area where the fragrances are not as strong

Allow a flexible schedule

Install proper ventilation system in the work environment and, if appropriate, use air purification devices



General

[Reduce visual distractions](#)

[Reduce auditory distractions](#)

Flexible schedule or workweek, if possible

Allow employee time to recuperate from seizure

Identify hand signals or other universal signals that employee might use to communicate with another person

Assist employee in discontinuing activity such as carrying, climbing, or driving

Educate coworkers and supervisors on how to respond/react when employee has a seizure on the job and Provide sensitivity training/disability awareness to coworkers, if (employee desires)

Consult employee's plan of action to determine how to respond/react when employee has a seizure on the job

