

# **Access Checklist for Vaccination Sites in Ohio**

**Ensuring Vaccine Sites are Accessible to  
Ohioans with Disabilities**



**THE PARTNERSHIP**  
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# Checklist to Ensure that Vaccine Sites are Accessible to Ohioans with Disabilities

**This checklist consists of three sections that can be used independently of each other, and the checklist should be completed in its entirety to assess the accessibility of vaccination sites. It should be used for all vaccination sites including walk-in, drive-through, pop-up, and mobile unit sites.**

**Section 1:** Vaccination Registration/ Appointment Checklist for Non-Structural Elements provides instructions for people with disabilities registering for the vaccine on line or by phone. It also is a tool to assess other access needs including equally effective communication that they might have.

**Section 2:** Vaccination Site Checklist for Non-Structural Elements is a tool to assess a vaccine site's capacity to provide access to people with disabilities that is non-structural in nature.

**Section 3:** Structural Checklist for Drive-Through and Walk-in Vaccination Sites is a tool to assess adherence of structural elements of vaccine sites with Americans with Disabilities Act accessibility Guidelines (ADAG).

The checklists are based on obligations held by government entities and public accommodations under the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq (ADA) and the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq (Rehab Act). Some items in the checklist such as peer support specialists, self advocate specialists and use of plain language are not addressed in the ADA or Rehabilitation Act, but are regarded as a best practice.

**Disclaimer:** The following document(s) are for information purposes only and do not constitute legal advice. If you are seeking legal advice please contact a qualified attorney.

# Section 1

## Vaccination Registration/ Appointment Checklist for Non-Structural Elements

### Registration/Making an Appointment

**Is the website accessible to people with disabilities who do not read print due to their disability? Does the website meet [WCAG 2.2 guidelines](#), e.g. is the user is allowed to turn off the time limit before encountering it?**

Yes

No

**Are people registering for the vaccine able to request a reasonable accommodation for the registration process, e.g. they need assistance completing the form?**

Yes

No

**Are the following questions and instructions included on the registration website or asked during phone vaccine registrations?**

Please bring a portable chair (if possible) if you need to sit while waiting in line.

Vaccine site staff will be able to assist you in reading and filling out forms if you need this.

If you need emotional support, a peer support specialist may be available on-site or virtually. You can ask at the check-in area if you need this.

If you need help understanding what is going on because of your disability, you can ask for a self-advocate assistant when you check in.

**Do you need a sign language interpreter?**

Yes

No

**Do you need a Deafblind interpreter?**

Yes

No

# Section 1

## Vaccination Registration/ Appointment Checklist for Non-Structural Elements

### Registration/Making an Appointment (Continued)

**Do you need written material to be in accessible alternate format?**

Yes              No

**Do you need large print?**

Yes              No

**Do you need Braille?** (If document is short, a reader may be an alternative)

Yes              No

**Do you need material to be read to you?**

Yes              No

**Do you need other accessibility accommodations?**

Yes              No

**If you answered “yes” please specify.**

# **Section 2**

## **Vaccination Site Checklist for Non-Structural Elements**

**Please complete the checklist below for all drive-through and walk-in vaccinations sites.**

### **Check in**

**Is there a policy allowing companions to accompany people with disabilities who need on-site assistance?**

Yes

No

**Are sign language interpreters available on-site to interpret for individuals who are Deaf during registration, the vaccination process, and while waiting after the vaccine is administered?**

Yes

No

**When are the sign language interpreters available?**

**Is this information about sign language interpreters made available on the electronic registration site?**

Yes

No

**Is it posted at the physical vaccination site?**

Yes

No

**Are registration, consent and other forms available in alternate format? (large print, electronic format, easy-to-read, Braille)**

Yes

No

**Which alternate formats are the forms available in?**

# Section 2

## Vaccination Site Checklist for Non-Structural Elements

### Check in (Continued)

**Are staff available to assist in reading and filling out forms for people with disabilities who have difficulty or do not read print or write?**

Yes

No

**Are staff available to escort blind people who need assistance in site navigation while maintaining distance?**

Yes

No

**Are peer support specialists available on site or virtually to assist individuals with psychiatric disabilities who may need support while waiting in line, in the car, or at a site during the vaccination or while waiting?**

Yes

No

**Is the availability of the peer support specialist made known at the vaccination site?**

Yes

No

**Are self-advocates available on site or virtually to assist individuals with intellectual disabilities in understanding and managing the process?**

Yes

No

**Is the availability of self-advocates made known at the vaccination site?**

Yes

No

**Is there a policy for vaccinating people that cannot stand for long periods of time and have not brought their own chair, e.g. provide a chair, advance them in line?**

Yes

No

**What is that policy?**

# Section 2

## Vaccination Site Checklist for Non-Structural Elements

### Check in (Continued)

**Is there a policy allowing service animals to accompany people with disabilities?**

**Note:** This is required under the Americans with Disabilities Act (ADA). “Under the ADA, service animals are defined as dogs (or miniature horses) that are specifically and individually trained to perform a task or tasks for the person with a disability. These animals are permitted to accompany the person with the disability anywhere that people with disabilities are allowed to go so long as the animal doesn’t pose a direct threat to the safety of the person or others” (Northwest ADA Center [Accessibility at Drive-Thru Medical Sites](#)). Documentation for service animals is not required.

Yes

No

**Are vaccination site staff provided training on this policy?**

Yes

No

**Are there circumstances where someone would be allowed to move to the front of the line because of their disability?**

Yes

No

**Please describe examples of these circumstances.**

**If “yes,” have staff been instructed on this policy?**

Yes

No

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

This checklist is developed based on the Americans with Disabilities Act Accessibility Guidelines.

### **Hints on using this section of the checklist**

1. Begin by assembling a few basic measuring tools: a tape measure; a two-foot level; and a spring gauge or door pressure assessment device to ascertain door pressure weight (i.e., pressure).
2. Work from the outside in. Begin by assessing parking, walkways, drop-off areas, exterior ramps, and entrances, then proceed to interior spaces - corridors; restrooms; elevators; registration, vaccination, and waiting areas; and then any communications features such as signage. Proceeding in this sequence parallels the experience of people as they undergo the vaccination process. By following this sequence, it is less likely that you will miss things.
3. Use the “Comments” space provided in each section to describe conditions that need attention or correction, or to add details that cannot be adequately addressed in the questionnaire. Recorded comments ensure that faulty memory - the bane of accurate assessment - does not produce inaccurate evaluation results.



# Section 3

## Structural Checklist for Drive-Through and Walk-In Vaccination Sites

### Glossary of checklist terms

Use and application of a checklist is greatly aided when you understand what the terms mean and why the conditions they describe are important to people with disabilities. The following terms are all used in the checklist:

**Access aisle (parking):** The access aisle is the hatch-worked space beside the area for the vehicle that provides room for maneuvering and/or lowering a ramp. A standard accessible space is made up of the area for the vehicle (10 feet wide), plus an access aisle (five feet wide). Standard accessible spaces may share an access aisle. (See below for information on van-accessible spaces.)

**Door hardware (non-compliant):** Non-compliant door hardware is any hardware that requires a closed fist or grasping action to operate. Knobs are a typical example of non-compliant hardware. (Lever hardware is an example of compliant hardware.)

**Door pressure weight:** Door pressure weight (or resistance) is the pressure exerted by a door as it is opened; the term does not refer to the weight of the door itself. The maximum pressure weight for an interior door is 5 pounds; there is no standard maximum pressure weight for exterior doors, although 8 and ½ pounds is the recommended maximum.

**Latch-side clearance:** Latch-side clearance is the distance from the door latch (handle) to the wall on the same side as the latch. Without adequate latch-side clearance, a user of mobility equipment will not have room to attain position when opening the door. In other words, the clearance offers space to back into during the motion of pulling open the door.

**Protruding object:** A protruding object is a barrier that protrudes into the path of travel and is not revealed by the sweeping motion of a cane. Protruding objects are of special concern to people with visual disabilities. There are two categories of protruding objects: those that protrude horizontally from a wall and those that protrude vertically from a ceiling. In order to be designated a horizontal protruding object, the object must be at least 4 inches from the wall and at least 27 inches from the floor. Water fountains are frequently horizontal protruding objects. In order to be designated a vertical protruding object, the bottom of an object hung from the ceiling must be 80 inches or less from the floor. Ceiling-mounted video screens are frequently vertical protruding objects.

# Section 3

## Structural Checklist for Drive-Through and Walk-In Vaccination Sites

### Glossary of checklist terms (Continued)

**Signage (exterior):** Exterior signage includes signs at accessible parking and signs at the accessible entrances. Signs at standard accessible parking spaces must include the wheelchair symbol. (See “Van-accessible parking,” below, for information on the additional signage requirements at van-accessible parking.) All accessible entrances must be marked as such and all inaccessible entrances must have directional signage that notes the location of the closest accessible entrance.

**Signage (interior):** Interior signage includes signs at accessible restrooms and signs at other rooms with designated uses. If space permits, signs must be mounted on the wall 60” from the floor (measured from the middle of the sign) on the latch-side of the door. Signs at accessible restrooms must indicate (in raised symbols, lettering, and Braille) 1) the specified gender, and 2) that the restroom is accessible. Inaccessible restrooms must have directional signage noting the location of the nearest accessible restrooms. Signage at designated rooms (other than restrooms) must have raised lettering and Braille.

**Slope (non-compliant):** Any slope greater than 1:12 is, in most circumstances, non-compliant. The ratio refers to 1 inch of rise for every 12 inches of travel. Any slope between 1:20 and 1:12 is considered a ramp and requires the mandated ramp features (e.g., edge protection, handrails, and a resting platform after 30 feet of rise).

**Van-accessible parking:** Van-accessible parking has dimensions that allow for use of a van lift. The dimensions are 8 feet for the space itself and 8 feet for the adjacent access aisle. Van-accessible spaces must be designated by signage that, in addition to the elements required for a standard accessible space, includes an extra sign indicating ‘van-accessible.’

# Section 3

## Structural Checklist for Drive-Through and Walk-In Vaccination Sites

### Parking

Requirements for the number and type of handicapped parking spaces vary depending on type of facility and overall size of parking area. Generally, there will be a minimum of 1 accessible space for every 25 total parking spaces up to the first 100 spaces. At least one, and no fewer than one of every eight accessible spaces, must be van-accessible. The number of accessible spaces increases with the size of the parking lot, but the required ratios diminish.

#### PARKING SPACE AVAILABILITY

# of overall spaces in lot

# of accessible spaces

# of van-accessible spaces

#### ACCESSIBLE SPACES

**Are accessible spaces closest to accessible entrances?**

Yes

No

**Is there an access aisle for every two accessible spaces that is on an accessible route leading to an entrance?**

Yes

No

**For car spaces, is the min. width 10 feet for the vehicle and 5 feet for aisle?**

Yes

No

**For van accessible spaces, is there a min. of 8 feet for vehicle parking and 8 feet for the aisle?**

Yes

No

**Note:** If a van-accessible space shares an access aisle with a standard accessible space, the aisle will have the dimensions of a van-accessible access aisle (eight feet).

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **VAN-ACCESSIBLE GARAGE HEIGHT**

**Is there a min. 114 inches vertical clearance at parking space?**

Yes

No

**Does the driving route from entrance to exit have a min. 114 inches vertical clearance?**

Yes

No

### **SIGNAGE**

**Do signs display international access symbol above grade at each space and have the words “van accessible” when parking space is van accessible?**

Yes

No

### **SURFACE CONDITION**

**Smooth firm pavement; no cracks or level changes more than 1/2 inches**

Yes

No

**Slope less than or equal to 1:20**

Yes

No

**No water ponding**

Yes

No

**Grate openings max. 1/2 inches and perpendicular to route of travel**

Yes

No

### **CURB CUT TO PATHWAY**

**Curb cut min. width 3 feet excluding sloped sides**

Yes

No

# Section 3

## Structural Checklist for Drive-Through and Walk-In Vaccination Sites

### CURB CUT TO PATHWAY (Continued)

Center slope not to exceed 1:12 unless insufficient space

Yes

No

Slope of flared sides not to exceed 1:10

Yes

No

Curb cut does not protrude into pedestrian path max. 1/2 inches lip at edge of road

Yes

No

### NOTES AND COMMENTS

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

**NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **Drop off and entrance areas**

**Location of drop-off area:**

**Is drop-off area within 100 feet of accessible entrance? Is there a 5 foot wide access aisle adjacent to and parallel to vehicle pull-up space?**

Yes

No

### **SURFACE CONDITION**

**Is pavement smooth (no cracks or level changes more than 1/2 inches)?**

Yes

No

**Is slope less than or equal to 1:20?**

Yes

No

**Is path of travel slip resistant and free from water ponding?**

Yes

No

**Are any grate opening sizes a max. of 1/2 inches and perpendicular to route of travel?**

Yes

No

### **CURB CUT TO PATHWAY**

**Is min. width of any curb cut 3 feet excluding sloped sides? Does center of slope not to exceed 1:12 (unless insufficient space)?**

Yes

No

**Does slope of flared sides not exceed 1:10? Curb cut does not protrude into pedestrian path max. 1/2 inches lip at edge of road?**

Yes

No

### **CURB CUT TO PATHWAY**

**Is min. width of any curb cut 3 feet excluding sloped sides? Does center of slope not to exceed 1:12 (unless insufficient space)?**

Yes

No

# Section 3

## Structural Checklist for Drive-Through and Walk-In Vaccination Sites

### ACCESSIBLE EXTERIOR ENTRANCE

**Doorway clearance at least 32 inches wide**

Yes

No

**From an open position, door closes at 5-second count**

Yes

No

**Door pressure weight does not exceed recommended (not required) 8.5 lbs.**

Yes

No

**Threshold does not exceed 1/2 inch (3/4 inch if beveled)**

Yes

No

**If there is a vestibule, the space between the two doors is no less than the width of the door swinging into space, plus 48 inches**

Yes

No

**Is vaccine site area within 100 feet of accessible entrance?**

Yes

No

**Note:** If more than 100 feet, route of travel should be marked with signs and provided with seating to allow people who experience difficulty walking distances to rest.

### NOTES AND COMMENTS



# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

**NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **Ramps**

**Slope of ramp between 1:12 and 1:20**

Yes

No

**Is pavement smooth (no cracks or level changes more than 1/2 inches)?**

Yes

No

**Min. width 3 feet between handrails**

Yes

No

**Non-slip surface without cracks?**

Yes

No

**Level platform at bottom, every 30 feet, and/or at every change of direction, and at top**

Yes

No

**Min. platform is 5 feet by 3 feet if ramp is straight or 5 feet by 5 feet if ramp changes direction**

Yes

No

**Platform at top is 5 feet by 5 feet**

Yes

No

**Ramps and landings with sheer drops have protection (railings, curbs etc.) to prevent slipping off edges and railings on both sides of the ramp**

Yes

No

**Handrail is 34 inches to 38 inches above ramp surface**

Yes

No

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **Ramps (Continued)**

**Handrail extends min. 1 foot beyond ramp at top**

Yes

No

**Handrail extends min. 1 foot beyond ramp at bottom**

Yes

No

**Handrail diameter is 1-1/4 inches to 1-1/2 inches**

Yes

No

### **NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

**NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **Elevators**

Vaccine site planners should consider whether reliable power will be available to operate a facility's elevators before counting on them to ensure accessibility during an emergency.

**Min. width 3 feet between handrails**

Yes

No

**Door opening a min. of 36 inches**

Yes

No

**Reopening device activates when cab door is obstructed; door remains open min. of 20 seconds**

Yes

No

**Cab size min. 51 inches deep by 68 inches wide if door is off-center. Cab size min. 54 inches deep by 80 inches wide if door is centered. Top control on panel is max. 54 inches high for side reach and 48 inches for front reach**

Yes

No

**Emergency controls and telephone at bottom of panel**

Yes

No

**Raised symbols and lettering for all control buttons and emergency controls**

Yes

No

**Raised and Braille floor designations on elevator door jambs at 60 inches height**

Yes

No

**Middle of buttons at landing max. 42 inches high**

Yes

No

**Audible signals in elevator cab and at landings**

Yes

No

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

**NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **Corridors and Common Areas**

The dimensions and requirements listed below can be applied to both the permanent features of a facility, and to corridors and common areas created by portable partitions, furniture, and other temporary arrangements needed for site operations.

**NOTE:** In estimating space requirements for registration area, health care and social services agencies, computer workstations, etc., be sure to allow sufficient room for wheelchair access (4 foot aisles and 5 foot turning circles).

**Carpet is securely fastened with exposed edges attached to floor**

Yes

No

**Doormats anchored at all edges**

Yes

No

**Edge strips at any change in materials**

Yes

No

**Floor surfaces are stable, firm and slip resistant**

Yes

No

**36 inches min. clear route, except at doors**

Yes

No

**At doors min. clear width of 32 inches**

Yes

No

**Min. 18 inches clearance beside latch on pull side of each door**

Yes

No

**Threshold max. ½ inch high (if beveled, ¾ inch)**

Yes

No

# Section 3

## Structural Checklist for Drive-Through and Walk-In Vaccination Sites

### Corridors and Common Areas (Continued)

Hardware operable with closed fist (levers, not knobs) easy-to-open (max. pressure 5 lbs.) and slow to close (min. 3 seconds)

Yes

No

### SIGNAGE

Signage raised and in Braille identifying restroom located on wall, near latch side, 60 inches from floor to center line of sign

Yes

No

Directional signs to accessible toilet rooms at non-accessible toilet rooms

Yes

No

Directional signs to TTY machine (if present)

Yes

No

### PROTRUDING OBJECTS

Wall-mounted objects that protrude horizontally no more than 4 inches when mounted 27 inches or more over the surface

Yes

No

Ceiling-mounted objects that protrude vertically 80 inches or less from the floor when measured from the bottom of the object

Yes

No

**Note:** Drinking fountains are a frequent side wall protruding object. Open stairways are a variation of a vertical protruding object.

### ALARM SYSTEM / CONTROLS

Fire pull boxes:

Operable part max. 54 inches above floor (side reach)

Yes

No



# Section 3

## Structural Checklist for Drive-Through and Walk-In Vaccination Sites

### ALARM SYSTEM / CONTROLS (Continued)

Fire pull boxes:

Operable part max. 48 inches above floor (forward reach)

Yes

No

Flashing signal on fire alarm system

Yes

No

### NOTES AND COMMENTS

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

**NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **Restrooms**

#### **MAIN DOOR**

**Clear width min. 32 inches**

Yes

No

**At doors min. clear width of 32 inches**

Yes

No

**Min. 18 inches unobstructed wall clearance beside latch on the pull side of door**

Yes

No

**Threshold beveled and maximum 3/4 inches high**

Yes

No

**Hardware operable with closed fist**

Yes

No

**Easy-to-open (max. pressure 5lbs.) and slow to close (min. 3 seconds)**

Yes

No

**Signage raised and in Braille identifying restroom on latch side wall with centerline 60 inches above floor**

Yes

No

#### **CLEAR TURNING SPACE**

**Min. 5 foot diameter turning space**

Yes

No

#### **SINK**

**Sink rim is max. 34 inches high**

Yes

No

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **SINK (Continued)**

**Front edge is min. 17 inches from back wall**

Yes

No

**Knee space is min. 27 inches high**

Yes

No

**Faucets are operable with closed fist**

Yes

No

**Waste and hot water pipes below lavatory (sink) are insulated**

Yes

No

### **ACCESSORIES**

**Bottom of at least one mirror is max. 40 inches from floor**

Yes

No

**Highest operable of all dispensers at max. 48 inches above floor (if forward reach), 54 inches (if side reach)**

Yes

No

### **URINALS**

**Rim max. 17 inches above floor**

Yes

No

### **TOILET STALL DOOR**

**Clearance width min. 32 inches**

Yes

No

**Min. 18 inches beside latch on the pull side**

Yes

No

**Latch operable with closed fist**

Yes

No

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-in Vaccination Sites**

### **TOILET STALL DOOR (Continued)**

**Coat hook max. 54 inches above floor for side reach and 48 inches for front reach**

Yes

No

### **TOILET**

**Top of toilet seat 17 inches to 19 inches above floor**

Yes

No

**Centerline of toilet 18 inches from side wall**

Yes

No

**Grab bars mounted parallel to floor 33 to 36 inches above floor**

Yes

No

**36-inch-long on back wall**

Yes

No

**42-inch-long on side wall**

Yes

No

**1 ½ inch space between grab bar and wall**

Yes

No

**Bars are 1 ¼ inch to 1 ½ inch in diameter**

Yes

No

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

**NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

### **Registration area**

**Registration tables or counters provide min. 27 inches from floor in knee clearance**

Yes

No

**Alternative: provide clipboard that is sanitized after each use**

Yes

No

### **Vaccination area**

**What is the policy for vaccinating non-drivers who use wheelchairs, i.e. people who arrive at vaccination sites using paratransit?**

**Are there clear spaces for wheelchair users receiving the vaccine that are a min. of 30 inches by 48 inches?**

Yes

No

### **Post vaccination waiting area**

**Are there clear spaces for wheelchair users receiving the vaccine that are a min. of 30 inches by 48 inches?**

Yes

No

### **NOTES AND COMMENTS**

# **Section 3**

## **Structural Checklist for Drive-Through and Walk-In Vaccination Sites**

**NOTES AND COMMENTS**