# Access Checklist for Vaccination Sites





Ensuring Vaccine Sites are Accessible to People with Disabilities



Accessible Life-saving Integrated Vaccine Equity

### About Project ALIVE (Accessible Life-saving Integrated Vaccine Equity)

Project ALIVE (Accessible Life-saving Integrated Vaccine Equity) is a focused effort to remove barriers to vaccinations for people with disabilities living in the rural areas of Arkansas, Montana, and Missouri. The goal is to help those wanting a vaccine and needing support to access one.

Rooted in the values of self-determination and self-direction, the project does not seek to persuade or convince, but will serve as a resource to provide equitable vaccination planning, programs, services, and procedures.

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### **Questions or Support Contact:**

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#### Living Independently for Today & Tomorrow (LIFTT) Web: www.liftt.org Phone: (406) 259-5181 Offices in: Billings and Glendive

### Checklist to Ensure that Vaccine Sites are Accessible to People with Disabilities

This checklist consists of four 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. Additionally, there is a section for inclusive delivery of in-home vaccinations.

**Section 1:** Vaccination Registration and Appointment Checklist for Non-Structural Elements gives instructions on how to provide access to people with disabilities registering for vaccines online or by phone. The tool will also assess equally effective communication.

**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 Vaccination Sites is a tool to assess adherence of structural elements of vaccine sites with Americans with Disabilities Act Accessibility Guidelines (ADAG).

**Section 4:** Obligations and Considerations for In-Home Vaccinations is a tool to assess accessibility of in-home vaccinations.

The checklists are based on obligations of government entities and public accommodations under the Americans with Disabilities Act (ADA) [42 U.S.C. § 12101 et seq.] and the Rehabilitation Act of 1973 (Rehab Act) [29 U.S.C. § 701 et seq.]

Some items in the checklist such as peer support specialists and self-advocate specialists are not addressed in the ADA or Rehab Act, but are regarded as a good practice.

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

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

### **Registration and Making an Appointment**

Is the website accessible to people with disabilities who do not read print due to their disability? Does the website meet <u>WCAG 2.2 guidelines</u>, e.g. is "the user is allowed to turn off the time limit before encountering it?"

Yes No

Are people registering for vaccines 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?

[If long wait times are expected], 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

If "yes," what type of sign language interpretation do you need?

### Section 1 Vaccination Registration and Appointment Checklist for Non-Structural Elements

#### **Registration and Making an Appointment (Continued)**

<b>Do you need</b> a Yes	a Deafblind interpreter? No
Do you need	written material to be in an alternate format?
Yes	No
Do you need	large print?
Yes	No
<b>Do you need</b> Yes	<b>braille?</b> (If document is short, a reader may be an alternative) No
<b>Do you need</b> Yes	material to be read to you? No
Do you need other accessibility accommodations? Yes No	

If you answered "yes" please specify.

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

Please complete the checklist below for all venues providing vaccines, including drive-through and walk-in 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, Hard of Hearing, or Deafblind during registration, the vaccination process, and while waiting after the vaccine is administered? Yes No

Which dates and times are the sign language interpreters available?

Is the availability of sign language interpreters posted on the virtual registration site?

Yes No

Is there signage indicating the availability of sign language interpreters in a prominent area at the physical vaccination site?

Yes

Are registration, consent and other forms available in alternate format? (including large print, electronic format, braille) Yes No

Which alternate formats are the forms available in?

No

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?

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

Check in (Continued)	
Are staff available to escort people with disabilities wh navigation while maintaining social distance? Yes No	no need assistance in site
Are peer support specialists available on-site or virtually to assist individuals with psychiatric disabilities who may need support while waiting at the vaccination site?	
Yes No	
Is there signage indicating the availability of peer support prominent area at the physical vaccination site? Yes No	oort specialists posted in a
Are self-advocates available on-site or virtually to assi intellectual disabilities in understanding and managing Yes No	
Is there signage indicating the availability of self-advo prominent area at the physical vaccination site? Yes No	cates posted in a
Is there a prioritization 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	
If "yes," what is the prioritization policy?	

Are staff instructed on the prioritization policy? Yes No

### **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.

#### Are vaccination site staff provided training on the service animal policy? Yes No

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

Yes

#### Please describe examples of these circumstances.

No

#### If "yes," have staff been instructed on this practice? Yes No

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. It is less likely that barriers will be overlooked by following this sequence.
- 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.

### **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  $\frac{1}{2}$  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 or less from the floor. Ceiling-mounted video screens are frequently vertical protruding objects.

### **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 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.'

### **Structural Checklist for 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).

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

No

Is there a min. of 114 inches vertical clearance at parking space? Yes No

Does the driving route from entrance to exit have a min. of 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

#### SURFACE CONDITION

Is there smooth firm pavement; no cracks or level changes more than ½ inch? Yes No

Is slope less than or equal to 1:20? Yes No

Is there no water ponding? Yes No

Are grate openings max. of 1/2 inch and perpendicular to route of travel? Yes No

### **CURB CUT TO PATHWAY**

Are curb cuts a min. width of 3 feet excluding sloped sides? Yes No

### **CURB CUT TO PATHWAY (Continued)**

Does center slope not exceed 1:12 (unless insufficient space)? Yes No

Does slope of flared sides not exceed 1:10? Yes No

Do curb cuts not protrude into pedestrian path, and is there a max. of  $^{1\!\!/_2}$  inch lip at edge of road?

Yes No

#### **DROP OFF AND ENTRANCE AREAS**

Location of drop-off area:

Is drop-off area within 100 feet of accessible entrance?

Yes No

Is there a 5 foot wide access aisle adjacent to and parallel to vehicle pull-up space?

Yes No

#### SURFACE CONDITION

Is there smooth pavement; no cracks or level changes more than 1/2 inch?		
Yes	No	
Is slope less	than or equal to 1:2	20?
Yes	No	

Is path of travel slip resistant and free from water ponding? Yes No

Are any grate opening sizes a max. of  $\frac{1}{2}$  inch and perpendicular to route of travel?

Yes No

#### **CURB CUT TO PATHWAY**

- Is min. width of any curb cut 3 feet excluding sloped sides? Yes No
- Does center of slope not exceed 1:12 (unless insufficient space)? Yes No
- Does slope of flared sides not exceed 1:10?

No

Yes

#### CURB CUT TO PATHWAY (Continued)

Do curb cuts not protrude into pedestrian path, and is there a max. of 1/2 inch lip at edge of road? No

Yes

Is min. width of any curb cut 3 feet excluding sloped sides? Yes No

Does center of slope not exceed 1:12 (unless insufficient space)? Yes No

#### **ACCESSIBLE EXTERIOR ENTRANCE**

Is doorway clearance at least 32 inches wide? Yes No

No

- From an open position, does the door close at a 3-second count? Yes No
- Does door pressure weight not exceed the recommended (not required) 8.5 lbs.? Yes No
- Does the threshold not exceed  $\frac{1}{2}$  inch ( $\frac{3}{4}$  inch if beveled)? No Yes

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

Yes

Is the vaccine site area within 100 feet of an 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.

### **Structural Checklist for Vaccination Sites**

### Ramps

<b>Is the slope of ramp</b> Yes	between 1:12 and 1:20? No
<b>Is there smooth pav</b> Yes	ement; no cracks or level changes more than ½ inch? No
Is there a min. width	of 3 feet between handrails?
Yes	No
Are surfaces non-sli	p and without cracks?
Yes	No
Is there a level platform at bottom, every 30 feet, and/or at every change of direction, and at top?	
Yes	No
Is platform a min. of changes direction?	5 feet by 3 feet if ramp is straight or 5 feet by 5 feet if ramp
Yes	No
Is platform at top 5 feet by 5 feet?	
Yes	No
Do 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
<b>Is handrail 34 inches</b> Yes	<b>s to 38 inches above ramp surface?</b> No

### **Ramps (Continued)**

Does handrail extend a min. of 1 foot beyond ramp at top? Yes No

Does handrail extend a min. of 1 foot beyond ramp at bottom? Yes No

Is handrail diameter 1¼ inches to 1½ inches? Yes No

### **Structural Checklist for 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.

<b>Is there a min. width</b> Yes	o <b>f 3 feet between handrails?</b> No
<b>Is door opening a m</b> Yes	<b>in. of 36 inches?</b> No
<b>Does reopening dev</b> Yes	ice activate when cab door is obstructed? No
<b>Does the door rema</b> Yes	in open a min. of 20 seconds? No
Is cab size a min. of 51 inches deep by 68 inches wide if door is off-center, or is cab size a min. of 54 inches deep by 80 inches wide if door is centered?	
Yes	No
• • • •	
Is top control on pai front reach?	nel a max. of 54 inches high for side reach and 48 inches for
	nel a max. of 54 inches high for side reach and 48 inches for No
front reach? Yes	
front reach? Yes Are emergency cont Yes	No rols and telephones at bottom of panel?
front reach? Yes Are emergency cont Yes Are there raised syn	No trols and telephones at bottom of panel? No
front reach? Yes Are emergency cont Yes Are there raised syn controls? Yes	No trols and telephones at bottom of panel? No nbols and lettering for all control buttons and emergency

### **Structural Checklist for Vaccination Sites**

### **Elevators (continued)**

Are the middle of buttons at landing a max. of 42 inches high? Yes No

Are there audible signals in elevator cabs and at landings? Yes No

### **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).

<b>Is carpet securely f</b> a	astened with exposed edges attached to floor?
Yes	No
Are doormats anch	ored at all edges?
Yes	No
<b>Are there edge strip</b>	os at any change in materials?
Yes	No
Are floor surfaces s	stable, firm, and slip resistant?
Yes	No
<b>Is there a 36 inches</b>	min. clear route, except at doors?
Yes	No
<b>At doors, is there a</b>	min. clear width of 32 inches?
Yes	No
<b>Is there a min. of 18</b>	s inches clearance beside latch on pull side of each door?
Yes	No
Is the threshold a max. of ½ inch high (if beveled, ¾ inch)? Yes No	
	le with a closed fist? No

### **Corridors and Common Areas (Continued)**

No

No

No

No

Is door easy-to-open (max. pressure 5 lbs.) and slow to close (min. 3 seconds)? Yes No

#### SIGNAGE

Is there signage raised and in braille identifying restroom located on wall, near latch side, 60 inches from floor to center line of sign?

Yes

Are there directional signs to accessible toilet rooms at non-accessible toilet rooms?

Yes No

Are there directional signs to a TTY machine (if present)? Yes No

#### **PROTRUDING OBJECTS**

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

Yes

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

Yes

**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:

Yes

Are operable parts a max. of 54 inches above floor (side reach)?

#### ALARM SYSTEM / CONTROLS (Continued)

Fire pull boxes: Are operable parts a max. of 48 inches above floor (forward reach)? Yes No

Are there flashing signals on the fire alarm system?

No

Yes

Restrooms		
MAIN DOOR		
At door, is there a mi Yes	n. clear width of 32 inches? No	
side of door?	nches unobstructed wall clearance beside latch on the pull	
Yes	No	
Is the threshold beve Yes	eled and maximum ¾ inches high? No	
<b>Is hardware operable</b> Yes	e with a closed fist? No	
<b>Is door easy-to-open</b> Yes	(max. pressure 5lbs.) and slow to close (min. 3 seconds)? No	
Is signage raised and in braille identifying restroom on latch side wall with centerline 60 inches above floor?		
Yes	No	
CLEAR TURNING SPACE		
<b>Is there a min. of 5 fo</b> Yes	oot diameter turning space? No	
SINK		
<b>Is sink rim a max. of</b> Yes	<b>34 inches high?</b> No	
<b>Is front edge a min. c</b> Yes	of 17 inches from back wall? No	

### **Structural Checklist for Vaccination Sites**

#### SINK (Continued)

Is knee space a min. of 27 inches high? Yes No

Are faucets operable with a closed fist? Yes No

Are waste and hot water pipes below lavatory (sink) and are they insulated? Yes No

#### ACCESSORIES

Is the bottom of at least one mirror a max. of 40 inches from floor? Yes No

Is the highest operable of all dispensers at max. of 48 inches above floor (if forward reach), 54 inches (if side reach)?

Yes

#### URINALS

Is rim a max. of 17 inches above floor?

No

No

Yes

#### **TOILET STALL DOOR**

Is clearance width a min. of 32 inches? Yes No

Is there a min. of 18 inches beside latch on the pull side? Yes No

Is latch operable with a closed fist? Yes No

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

Is coat hook a max, of 54 inches above floor for side reach and 48 inches for front reach? Yes No TOILET Is top of toilet seat 17 to 19 inches above floor? Yes No Is centerline of toilet 18 inches from side wall? Yes No Are grab bars mounted parallel to floor 33 to 36 inches above floor? Yes No Is grab bar 36 inches long on back wall? Yes No Is grab bar 42 inches long on side wall? Yes No Is there 1 <sup>1</sup>/<sub>2</sub> inches space between grab bar and wall? No Yes Are bars 1  $\frac{1}{4}$  inches to 1  $\frac{1}{2}$  inches in diameter? Yes No **NOTES AND COMMENTS** 

### **Registration area**

Do registration tables or counters provide a min. of 27 inches from floor in knee clearance?

Yes No

- If "no," is there a clipboard alternative available? Yes No
- Is there a quiet area away from crowds for people who may need it? 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

### Section 4 **Obligations and Considerations** for In-Home Vaccinations

In-home vaccinations can be a good option for some people with disabilities. Please consult the CDC's Vaccinating Homebound Persons With COVID-19 Vaccine website which provides guidance on management of vaccines and vaccination for persons vaccinated at home or in small group settings (e.g., residential facilities, group homes).

Obligations to provide equally effective communication apply in an in-home vaccination setting.

Are sign language interpreters available for in-home vaccinations? Yes No

Is Video Remote Interpreting (VRI) available for in-home vaccinations if in-person sign language interpreters are not available?

Yes

Are any materials distributed available in alternate formats? Yes No

No

Is person receiving the vaccine informed they can have a support person or peer advocate with them during the vaccination?

Yes No

Are vaccinators instructed to ask people to come out of the house to receive the vaccine if the person does not want the vaccinator to come into the house or if the vaccinator feels uncomfortable going into the house?

Yes No

# **Notes and Comments**