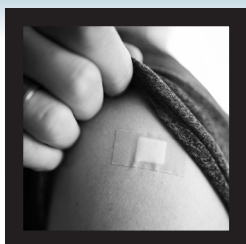


Access Checklist for Vaccination Sites



Ensuring
Vaccine Sites
are Accessible
to People with
Disabilities

Project ALI  E



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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Project ALIVE



Accessible Life-saving Integrated Vaccine Equity

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Questions or Support Contact:

Mainstream Center for Independent Living
Web: www.mainstreamilrc.com
Phone: (501) 280-0012
Office in: Little Rock

Southeast Arkansas Independent Living Services (SAILS)
Web: www.facebook.com/SoutheastArkansasILS
Phone: (870) 247-8600
Office in: White Hall

Spa Area Independent Living Services, Inc (SAILS)
Web: www.ar-sails.org
Phone: (501) 624-7710
Office in: Hot Springs

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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Section 1

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 [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 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)

Do you need a Deafblind interpreter?

Yes No

Do you need written material to be in an 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 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

No

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?

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

Section 2

Vaccination Site Checklist for Non-Structural Elements

Check in (Continued)

Are staff available to escort people with disabilities who need assistance in site navigation while maintaining social distance?

Yes

No

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 specialists posted in a prominent area at the physical 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 there signage indicating the availability of self-advocates posted in a prominent area at the physical vaccination site?

Yes

No

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

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 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

No

Please describe examples of these circumstances.

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

Yes

No

Section 3

Structural Checklist for 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. 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.

Section 3

Structural Checklist for 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 or less from the floor. Ceiling-mounted video screens are frequently vertical protruding objects.

Section 3

Structural Checklist for 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 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 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 Vaccination Sites

VAN-ACCESSIBLE GARAGE HEIGHT

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

No

SURFACE CONDITION

Is there smooth firm pavement; no cracks or level changes more than 1/2 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

Section 3

Structural Checklist for Vaccination Sites

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

NOTES AND COMMENTS

Section 3

Structural Checklist for Vaccination Sites

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Structural Checklist for Vaccination Sites

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 ½ inch?

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 ½ 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?

Yes

No

Section 3

Structural Checklist for Vaccination Sites

CURB CUT TO PATHWAY (Continued)

Do curb cuts not protrude into pedestrian path, and is there a max. of ½ inch lip at edge of road?

Yes No

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

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 ½ inch (¾ inch if beveled)?

Yes No

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 No

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.

Section 3

Structural Checklist for Vaccination Sites

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Structural Checklist for Vaccination Sites

Ramps

Is the slope of ramp between 1:12 and 1:20?

Yes

No

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

Yes

No

Is there a min. width of 3 feet between handrails?

Yes

No

Are surfaces non-slip 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 5 feet by 3 feet if ramp is straight or 5 feet by 5 feet if ramp changes direction?

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

Is handrail 34 inches to 38 inches above ramp surface?

Yes

No

Section 3

Structural Checklist for Vaccination Sites

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

NOTES AND COMMENTS

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Structural Checklist for Vaccination Sites

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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.

Is there a min. width of 3 feet between handrails?

Yes

No

Is door opening a min. of 36 inches?

Yes

No

Does reopening device activate when cab door is obstructed?

Yes

No

Does the door remain open a min. of 20 seconds?

Yes

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 panel a max. of 54 inches high for side reach and 48 inches for front reach?

Yes

No

Are emergency controls and telephones at bottom of panel?

Yes

No

Are there raised symbols and lettering for all control buttons and emergency controls?

Yes

No

Are there raised and braille floor designations on elevator door jambs at 60 inches height?

Yes

No

Section 3

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

NOTES AND COMMENTS

Section 3

Structural Checklist for 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).

Is carpet securely fastened with exposed edges attached to floor?

Yes

No

Are doormats anchored at all edges?

Yes

No

Are there edge strips at any change in materials?

Yes

No

Are floor surfaces stable, firm, and slip resistant?

Yes

No

Is there a 36 inches min. clear route, except at doors?

Yes

No

At doors, is there a min. clear width of 32 inches?

Yes

No

Is there a min. of 18 inches clearance beside latch on pull side of each door?

Yes

No

Is the threshold a max. of 1/2 inch high (if beveled, 3/4 inch)?

Yes

No

Is hardware operable with a closed fist?

Yes

No

Section 3

Structural Checklist for Vaccination Sites

Corridors and Common Areas (Continued)

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

No

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

No

Are 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:

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

Yes

No

Section 3

Structural Checklist for Vaccination Sites

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?

Yes No

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Structural Checklist for Vaccination Sites

Restrooms

MAIN DOOR

At door, is there a min. clear width of 32 inches?

Yes

No

Is there a min. of 18 inches unobstructed wall clearance beside latch on the pull side of door?

Yes

No

Is the threshold beveled and maximum $\frac{3}{4}$ inches high?

Yes

No

Is hardware operable with a closed fist?

Yes

No

Is door easy-to-open (max. pressure 5lbs.) and slow to close (min. 3 seconds)?

Yes

No

Is signage raised and in braille identifying restroom on latch side wall with centerline 60 inches above floor?

Yes

No

CLEAR TURNING SPACE

Is there a min. of 5 foot diameter turning space?

Yes

No

SINK

Is sink rim a max. of 34 inches high?

Yes

No

Is front edge a min. of 17 inches from back wall?

Yes

No

Section 3

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

No

URINALS

Is rim a max. of 17 inches above floor?

Yes

No

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

Section 3

Structural Checklist for Vaccination Sites

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 ½ inches space between grab bar and wall?

Yes

No

Are bars 1 ¼ inches to 1 ½ inches in diameter?

Yes

No

NOTES AND COMMENTS

Section 3

Structural Checklist for Vaccination Sites

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

NOTES AND COMMENTS

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Structural Checklist for Vaccination Sites

NOTES AND COMMENTS

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

No

Are any materials distributed available in alternate formats?

Yes

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

Notes and Comments