

The A-B-C's of Disabilities in the workplace



Information pulled from the Job
Accommodation Network
(JAN)

<http://www.jan.wvu.edu/media/atoz.htm>

Addison's Disease

Addison's disease is a rare endocrine or hormonal disorder that affects about 1 in 100,000 people that occurs in all age groups and affects men and women equally. It is characterized by weight loss, muscle weakness, fatigue, low blood pressure, and sometimes darkening of the skin in both exposed and nonexposed parts of the body.

Accommodations

- *Easy access to snacks and a refrigerator*
- *Flexible work schedule, liberal use of leave time, allowed to work from home*
- *Reduce effects of cold workplace by allowing space heaters or specially designed clothes*
- *Wheelchair or scooters to accommodate for difficulty standing or moving*

AIDS/HIV

HIV (Human Immunodeficiency Virus) is the virus that causes AIDS. AIDS (Acquired Immunodeficiency Syndrome) is the diagnosis an HIV-infected person receives after developing one of the AIDS indicator illnesses defined by the Centers for Disease Control. An HIV positive person who has not had any serious illnesses can also receive an AIDS diagnosis on the basis of certain blood tests. HIV is passed from one person to another through blood-to-blood and sexual contact. HIV transmission can occur when blood, semen, vaginal fluid, or breast milk from an infected person enters the body of an uninfected person.

Accommodations

Neurological complications :

- Eliminate need to use sharp objects
- Provide protective clothing/equipment
- Modify job tasks requiring fine finger dexterity
- Reduce noise

Psychological Implications:

- Identify stressors and reduce stress
- Educate coworkers, but keep person and his/her condition confidential
- Time off for counseling or therapy
- Provide praise and positive reinforcement

Fatigue/Weakness:

- Reduce/eliminate lifting, walking, etc.
- Flexibility to sit or stand
- Rest area with cot
- Later start time
- Frequent rest breaks
- Shorten work day and extend work week

Weight Loss:

- Ergonomic chair with extra padding
- Arm supports
- Alternate working positions to prevent sores from forming
- Have access to refrigerator



Chronic Diarrhea:

- Work-site near restroom
- Flexible work schedule to allow for restroom breaks

Alcoholism

Alcoholism, also called "alcohol dependence," is a disease that includes four symptoms: craving (a strong need, or compulsion, to drink), loss of control (the inability to limit one's drinking on any given occasion), physical dependence (withdrawal symptoms, such as nausea, sweating, shakiness, and anxiety, occur when alcohol use is stopped after a period of heavy drinking), and tolerance (the need to drink greater amounts of alcohol in order to "get high")



Attendance Issues:

- Allow use of paid or unpaid leave for medical treatment
- Allow use of paid or unpaid leave or flexible scheduling for counseling
- Provide a self-paced workload or the ability to modify daily schedule

Maintaining Concentration:

- Reduce distractions in the workplace
- Provide space enclosures or a private office
- Plan for uninterrupted work time
- Allow for frequent breaks
- Divide large assignments into smaller tasks and steps
- Restructure job to include only essential functions

Difficulty Staying Organized and Meeting Deadlines:

- Provide clerical support
- Make a daily to-do list

Difficulty Handling Stress:

- Provide praise and positive reinforcement
- Refer to counseling and employee assistance programs
- Allow for the ability to modify daily schedule
- Allow for frequent breaks
- Do not mandate job-related social functions where there would be exposure to alcohol

Allergies

Multiple Chemical Sensitivity/ Environmental Illness

MCS/EI is an inability to tolerate an environmental chemical or class of foreign chemicals. It develops from exposure to substances in the environment and may result in intolerance to even very low level exposure to chemicals. MCS/EI causes different symptoms in different people. Symptoms may include: headaches, dizziness, fatigue, nausea, breathing difficulties, tightening of the throat, difficulty concentrating, memory loss, learning disorders, eczema, arthritis-like sensations, and muscle pain. A person who experiences limitations due to MCS/EI may have any of the above mentioned symptoms when exposed to such irritants as fragrances, cleaning agents, smoke, pesticides, molds, office machines, car exhaust, paint, new carpeting, solvents, and poor indoor air quality among other irritants.

- Make certain the ventilation system is not distributing pollutants throughout the work-site from locations within or outside of the building.
- Air purification systems throughout the building or in personal workstations
- Keep a work environment which is free of pollutants such as fragrances, toxic cleaning agents, pesticides, exhaust fumes, tobacco smoke, etc.
- Provide adequate exhaust systems to remove fumes from copiers and similar office machines



Amputation

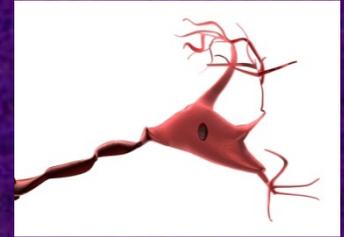
loss or absence of all or part of a limb



- Modify the work-site to make it accessible
- Provide parking close to the work-site
- Provide an accessible entrance
- Install automatic door openers
- Provide an accessible restroom and break room
- Keyboard/data entry—One-handed keyboards, typing tutorials for one-hand or missing digits, speech recognition software, large-key keyboards, foot mouse, touchpads, trackballs and head pointing systems
- Writing—Grip aids-writing cuffs, action arm orthotic devices, recoding devices for note taking, note-takers and clipboards
- Telephone use—Speaker-phones, telephones with programmable number storage, phone holders and telephone headsets
- Climbing—Stair-lifts, wheelchair platform lifts, climbing wheelchairs, rolling safety ladders with handrails, work platforms, and hydraulic personnel lifts.
- Standing—Sit/stand stools, stand supports, task stools, anti-fatigue matting, and rest breaks.
- Lifting/carrying—Material handling lifts, cranes, hoists, powered carts/scooters, hydraulic lift carts, lift-tables, lightweight carts with large wheels, and tailgate lifts.
- Driving—Hand controls, automatic clutching systems, left-foot gas pedals, automatic transmissions, and designated parking.
- Walking—Canes, crutches, rolling walkers with seats, wheelchairs, and powered wheelchairs/scooters.

Amyotrophic lateral sclerosis (ALS)

Often referred to as "Lou Gehrig's disease," it is a progressive neurodegenerative disease that attacks nerve cells in the brain and the spinal cord.



- **Muscle weakness in hands, arms, legs or the muscles of speech, swallowing, or breathing:** flexible work schedule, liberal use of leave time, being allowed to work from home, elimination of physical exertion and workplace stress
- **Twitching and cramping of muscles, especially those in the hands and feet:** Ergonomic equipment, foot rests, and heated clothing and heaters are useful for controlling stationary postures and cold work areas. For computer access, speech recognition, alternative input devices, one-handed keyboards and alternative keyboards can help.
- **Impairment of the use of the arms and legs:** A wheelchair or scooter may accommodate individuals who have difficulty moving around a workplace. For building access, accessible parking, ramps, stair and chair lifts, and elevators are helpful.
- **"Thick speech" and difficulty in projecting the voice in more advanced stages:** may be accommodated by typing information into the computer and using speech output , using voice amplification, or a communication aid.
- **Dealing with workplace stress:** reduction or elimination of stress in the current position, transfer to a less stressful position, flexible schedule to recover from any effects caused by workplace stress, and work at home to avoid workplace stress.



Anxiety Disorders



According to National Institute of Mental Health (NIMH) “more than 19 million adult Americans ages 18 to 54 have anxiety disorders.” These disorders include Generalized Anxiety Disorder, Panic Disorder with or without Agoraphobia, Obsessive-Compulsive Disorder, Acute Stress Disorder, Post-Traumatic Stress Disorder, Social Phobia, and Specific Phobias

Difficulty Handling Stress and Emotions:

- Provide praise and positive reinforcement
- Refer to counseling and employee assistance programs
- Allow telephone calls during work hours to doctors and others for needed support
- Provide sensitivity training to coworkers
- Allow the employee to take a break to use stress management techniques to cope with frustration

Dealing with Change:

- Recognize that a change in the office environment or of supervisors may be difficult for a person with an anxiety disorder
- Maintain open channels of communication between the employee and the new and old supervisor in order to ensure an effective transition
- Provide weekly or monthly meetings with the employee to discuss workplace issues and production levels

Working Effectively with Supervisors:

- Provide positive praise and reinforcement
- Provide written job instructions
- Develop written work agreements that include the agreed upon accommodations, clear expectations of responsibilities and the consequences of not meeting performance standards
- Allow for open communication to managers and supervisors
- Establish written long term and short term goals
- Develop strategies to deal with problems before they arise
- Develop a procedure to evaluate the effectiveness of the accommodation

Arthritis

Arthritis includes approximately 100 inflammatory and noninflammatory diseases that affect the body's joints, connective tissue, and other supporting tissues such as tendons, cartilage, blood vessels, and internal organs. There are more than 100 different types of arthritis and the cause of most types is unknown.

ACCOMMODATIONS

- Reduce or eliminate physical exertion and workplace stress
- Schedule periodic rest breaks away from the workstation
- Allow a flexible work schedule, flexible use of leave time, and work from home
- Implement ergonomic workstation design
- Provide a scooter or other mobility aid if walking cannot be reduced
- Provide arm supports
- Provide writing and grip aids
- Provide a page turner and a book holder
- Provide a note taker
- Modify the work-site to make it accessible
- Provide parking close to the work-site
- Provide an accessible entrance
- Install automatic door openers
- Provide an accessible restroom and break room



Asperger Syndrome

Asperger Syndrome, sometimes called "high-functioning autism," is one of five pervasive developmental disorders known as the Autism Spectrum Disorders (NIMH, 2006). People with Asperger Syndrome typically have average or above-average cognitive ability, but have extreme social deficits.

Speaking/Communicating: For people with Asperger Syndrome, poor communication may be the result of underdeveloped social skills.

Provide advance notice of topics to be discussed in meetings

Provide advance notice of date of

meeting when employee is required to speak

Allow employee to provide written response in lieu of verbal response

Allow employee to have a friend or coworker attend meeting to reduce or eliminate the feeling of intimidation

Time Management: This limitation can affect their ability to complete the task within a specified timeframe. It may also be difficult to prepare for, or to begin, less-desirable work activities.

Divide large assignments into several small tasks

Set a timer to make an alarm after assigning ample time to complete a task

Provide a checklist of assignments
Supply an electronic or handheld organizer,

Use a wall calendar to emphasize due dates

Maintaining Concentration:

Purchase a noise canceling headset

Hang sound absorption panels

Provide a white noise machine

Relocate employee's office space away from audible distractions and visual distractions.

Install space enclosures (cubicle walls)

Reduce clutter in the employee's work environment

Ataxia

Friedreich's, the best known inherited ataxia, and other cerebellar ataxias are impairments of the nervous system, most of which are inherited. They share many of the same symptoms, including unsteadiness and inability to co-ordinate movement

- **Managing Fatigue:** flexible work schedule, liberal use of leave time, being allowed to work from home, a reduction or elimination of physical exertion and workplace stress, scheduled rest breaks away from the workstation, and using ergonomic equipment to implement ergonomic workstation design.
- **Difficulty Performing Activities of Daily Living:** Eating aids, grooming aids, and other independent living aids may help.
- **Difficulty with Speech:** Provide voice amplification, speech enhancement, or other communication devices, using written communication (use of writing aids may help), such as e-mail or fax, transferring to a position that does not require a lot of communication, and allowing periodic rest breaks may be effective modifications for individuals who have difficulty speaking.
- **Problems using a Computer:** Individuals with ataxia could benefit from typing aids. Also, speech recognition, switches, and alternative input devices could be effective alternatives in some situations.
- **Difficulty Standing and Walking:** A wheelchair or scooter may accommodate these limitations when moving around a workplace. Stand/lean stools and adjustable workstations also help individuals convert standing areas to sitting workstations.

Attention Deficit Disorder

Attention deficit-hyperactivity disorder (AD/HD) is a neurological disorder that affects three to five percent of American children and adults. The common characteristics of AD/HD are impulsivity, inattention, and/or over-activity (DSM-IV, 1994). Although individuals may have both inattention and hyperactivity symptoms, many individuals predominantly display one symptom more than another.

★ Provide written instructions

★ Provide private workspace where employee will not disturb others by tapping, humming, or fidgeting

★ Allow breaks for physical outlet

★ Assist with time management

★ Reduce visual and auditory distractions

★ Separate tasks to be easier to handle

★ Use a variety of charts to help organize

★ Provide a coach to help with appropriate social cues

Back Impairments

The major symptom of most back impairments is back pain, which can be localized or widespread radiating from a central point in the back. Sciatica is pain starting in the lower back and traveling down one or both legs.

Reduce or eliminate physical exertion and workplace stress

Schedule periodic rest breaks away from the workstation

Provide a scooter or other mobility aid if walking cannot be reduced

Provide parking close to the work-site

Modify the work-site to make it accessible

Provide an accessible entrance

Train Employees on Proper lifting



Bipolar Disorder

Bipolar disorder, also known as manic-depressive illness, is a mental illness involving episodes of serious mania and depression. Bipolar disorder tends to run in families and is believed to be inherited in many cases. A person's mood can swing from overly "high" and irritable (mania) to sad and hopeless (depressed), and then back again, with periods of normal mood in between.

- ★ Reduce distractions in the work area
- ★ Allow longer or more frequent breaks
- ★ Allow flexible scheduling
- ★ Make daily TO-DO lists and check items off as they are completed
- ★ Use several calendars to mark meetings and deadlines
- ★ Provide positive praise and reinforcement
- ★ Provide written job instructions
- ★ Recognize that a change in the office environment or of supervisors may be difficult for a person with bipolar disorder

Bladder Impairments

- Accommodation ideas for individuals with bladder conditions, including interstitial cystitis:
- **Frequent and/or urgent need to use the restroom:** implement frequent restroom breaks, moving the workstation closer to the restroom, and working at home.
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- **Need for medical treatment during work hours:** Flexible use of leave time, modification of attendance policy and schedule may be helpful to individuals who need to receive medical treatment during the workday.
- **Lifting:** Accommodations for lifting limitations vary, depending on the situation. Accommodations may include assistance with lifting, lifting devices, or a transfer to another job that does not require lifting.
- **Fatigue:** Possible solutions include a reduced work schedule, periodic rest breaks, a transfer to a less physically demanding job, and the flexible use of leave time.
- **Commuting to and from work:** Possible solutions include allowing more time for the commute (to allow time for restroom breaks), allowing work at home, and a transfer to office closer to home.

Bleeding Disorders

Bleeding disorders are a group of conditions that result in poor blood clotting and extended bleeding time. People with bleeding disorders do not bleed more quickly than other people, just for a longer period of time.



- Reduce or eliminate physical exertion and workplace stress
- Schedule periodic rest breaks away from the workstation
- Allow a flexible work schedule and flexible use of leave time
- Allow work from home
- Modify the work-site to make it accessible
- Provide parking close to the work-site
- Install automatic door openers
- Permit flexible scheduling
- Provide time off for medical appointments



Brain Injuries

TBI is any injury to the brain caused by trauma to the head. If there is trauma to the brain, but the skull is not broken, the TBI is known as a closed head injury



Install ramps, handrails, and provide handicap parking spaces

Install lever style door handles

Clear pathways of travel of any unnecessary equipment and furniture

Provide written information in large print

Change fluorescent lights to high intensity, white lights

Increase natural lighting

Provide a glare guard for computer monitors

Consult a vision specialist particularly with someone who has lost part of or all of their vision

Permit flexible scheduling, allow longer or more frequent work breaks

Provide additional time to learn new responsibilities

Allow for time off for counseling

Allow part-time work schedules

Reduce distractions in the work area

Provide space enclosures or a private office

Allow the employee to tape record meetings

Provide type written minutes of each meeting

Burn Injuries

Heat Sensitivity:
Reduce work-site temperature
Use cool vest or other cooling clothing
Use fan/air-conditioner at the workstation
Allow flexible scheduling and flexible use of
leave time
Allow work from home during hot weather

Cold Sensitivity:
Increase work-site temperature
Use portable space heaters
Dress in layers using thermal material or
fleece
Wearing gloves
Provide heated clothing
Allow work from home during cold weather



Cancer

Cancer develops when cells in a part of the body begin to grow out of control. Although there are many kinds of cancer, they all start because of out-of-control growth of abnormal cells. Normal body cells grow, divide, and die in an orderly fashion.

- Allow flexible work hours
- Allow frequent breaks
- Allow work from home

- Reduce or eliminate physical exertion and workplace stress
- Schedule periodic rest breaks away from the workstation
- Allow a flexible work schedule and flexible use of leave time
- Allow work from home

- Provide flexible schedules
- Provide flexible leave
- Allow a self-paced workload with flexible hours



- Provide adjustable ventilation
- Keep work environment free from dust, smoke, odor, and fumes
- Avoid temperature extremes

Cerebral Palsy

Cerebral palsy is a term used to describe a group of chronic conditions affecting body movement and muscle coordination. It is caused by damage to one or more specific areas of the brain, usually occurring during fetal development; before, during, or shortly after birth; or during infancy.

Assigning workspace in close proximity to office machines

Providing lightweight doors or automatic door openers

Developing a plan and providing equipment for safe evacuation

Providing speech augmentation devices

Allow use of a personal attendant at work

Allow use of a service animal at work

Make sure the facility is accessible

Allow longer breaks

Maintaining unobstructed hallways, aisles, and other building egress

Move workstation closer to the restroom

Charcot-Marie-Tooth

Charcot-Marie-Tooth, or CMT, is the most common inherited neurological disorder, affecting approximately 150,000 Americans. CMT patients slowly lose feeling in their feet/legs and hands/arms as nerves to the extremities degenerate. The muscles in the extremities become weakened because of the loss of stimulation by the affected nerves. Additionally, there is a loss of sensory nerve function.

- **Muscle weakness:** flexible work schedule, liberal use of leave time, work from home, a reduction of physical exertion and workplace stress, scheduled rest breaks
- **Impairment of the hands and fingers:** For computer access, speech recognition, alternative input devices, one-handed keyboards.
- **Lack of sensitivity to hot and cold, especially in the hands and feet:** Heated clothing and heaters, portable air conditioners, and fans are useful for controlling work areas that fluctuate dramatically in temperature.
- **Impairment of the use of the legs and feet:** A wheelchair may accommodate individuals who have difficulty moving around a workplace. Ramps, stair and chair lifts, and elevators are helpful.
- **Difficulty performing activities of daily living:** Eating aids, grooming aids, and other independent living aids may help.



Chronic Fatigue Syndrome

CFS is a disorder characterized by profound fatigue that is not improved by bed rest and that may be worsened by physical or mental activity. Nonspecific symptoms include pain, impaired memory and/or mental concentration, insomnia, and post-exertional fatigue lasting more than 24 hours.

Accommodations for CFS go on a case-by-case basis but employers should accommodate based on fatigue/weakness, migraine headaches, depression, anxiety, photosensitivity and temperature sensitivity.

Chronic Pain



While acute pain is a normal sensation triggered in the nervous system to alert you to possible injury and the need to take care of yourself, chronic pain is different. Chronic pain persists. Pain signals keep firing in the nervous system for weeks, months, even years

Muscle Pain and Stiffness:

- Implement ergonomic workstation design,
- Reduce repetitive tasks or interrupt the tasks with other duties
- Provide carts and lifting aids
- Modify work-site temperature and/or dress code
- Use fan/air-conditioner or heater at the workstation
- Allow work from home during extremely hot or cold weather

Fatigue/Weakness:

- Reduce or eliminate physical exertion and workplace stress
- Schedule periodic rest breaks away from the workstation
- Allow a flexible work schedule and flexible use of leave time
- Allow a self-paced workload

Cognitive Impairment



Maintain concentration by reducing distractions in the workplace



Handle Memory Deficits by Allowing the employee to tape record meetings and provide type written minutes of each meeting



Help stay organized and meet deadlines by making to-do lists and creating calendars



Write clear expectations of employee's responsibilities



Allow breaks and more time to learn new responsibilities

Cognitive impairment, as used in the publication, refers to disturbances in brain functions, such as memory loss, problems with orientation, distractibility, perception problems, and difficulty thinking logically.

Color Blindness



Color Vision Deficiency (CVD) is the inability to distinguish between some colors and shades. Most people with this condition can identify some colors. Few people are totally "color blind."

- Color filters, such as a special red contact lens worn on one eye or prescription glasses may be used to help some people with a color deficiency. In addition, talking products are available that will scan a color and announce a description of the color

Depression

Depressive disorders are serious illnesses that affect a person's mood, concentration, sleep, activity, appetite, social behavior, and feelings. Depressive disorders come in different forms, the most common being major depression (unipolar depression).

Accommodations for depression go by a case-by-case basis. However, when considering the case keep the following things in mind:

- Recognize that an individual with depression might have a hard time adjusting to change
- Maintain stamina during the workday
- Assist in making interactions with others more manageable
- Assist in time management and organization of information



Developmental Disorders

- Severe, chronic disabilities which are attributable to a mental or physical impairment; and results in substantial functional limitations in three or more of the following areas of major life activities:

self-care
receptive and expressive
language
learning
mobility
self-direction
capacity of independent living
economic self-sufficiency

Developmental disorders also go on a case-by-basis. Some suggestions include:

Provide pictures, symbols, or diagrams instead of words

Read written information to employee

Allow verbal or typed response instead of written response

Provide additional training or retraining as needed

Divide large tasks into multiple smaller tasks

Provide checklists



Diabetes



Allow for storage of medications, such as insulin and/or food

Provide an area to test blood sugar levels and to administer medication

Provide appropriate containers for needles/syringes and disposal

Diabetes is a disease in which blood glucose levels are above normal. Most of the food we eat is turned into glucose, or sugar, for our bodies to use for energy. The pancreas, an organ that lies near the stomach, makes a hormone called insulin to help glucose get into the cells of our bodies. When you have diabetes, your body either doesn't make enough insulin or can't use its own insulin as well as it should. This causes sugar to build up in your blood

Allow frequent rest breaks

Reduce stress

Educate coworkers on emergency situation procedures and identification of symptoms of hypoglycemia or hyperglycemia

Reduce or eliminate strenuous activities

Drug Addiction



Drug addiction is a chronic, relapsing, and treatable disease. Addiction begins with a conscious choice to use drugs, but addiction is not just "a lot of drug use." Recent scientific research provides overwhelming evidence that not only do drugs interfere with normal brain functioning creating powerful feelings of pleasure, but they also have long-term effects on brain metabolism and activity. At some point, changes occur in the brain that can turn drug abuse into addiction. Those addicted to drugs suffer from a compulsive drug craving and usage and cannot quit by themselves.

- *Allow use of paid or unpaid leave for inpatient medical treatment and counseling/support meetings*

- *Refer to counseling and employee assistance programs*

- *Reduce distractions in the workplace*

- *Provide praise and positive reinforcement*

- *Reassign to a less stressful job*

- *Provide workplace supports and extra supervision*

- *Reassign to a position that does not involve exposure to drugs*



Dystonia

Movement disorders characterized by involuntary muscle contractions causing abnormal, often painful, movements or postures. Any part of the body can be affected including the arms, legs, neck, trunk, eyelids, face, or vocal cords.

ACCOMMODATIONS

- Easily accessible work-site, parking, entrance, restroom, and break area, and workstation
- Automatic door openers
- Speech recognition software and writing aids
- Large-key keyboards and on-screen keyboard software used in conjunction with a mouse
- Speaker-phones and phone holders
Telephones with programmable number storage
- Stair-lifts
- Wheelchair platform lifts
- Standing frames
- Canes/crutches

Epilepsy

Epilepsy is the tendency to have repeated seizures that originate in the brain. There are several types of possible seizures that range from losing consciousness and massive muscles jerks to blank stares.

Use large-buttons with universal symbols (fire, police, doctor) and clear labels

Change schedule so employee is never first person in or last person out

Use rubber matting on floor area to cushion a fall

Provide area to take nap during breaks or lunch

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

Have auto-dial programmed on phone that connects to supervisor or other numbers

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

Allow employee time to recuperate from seizure (leave employee alone)

Educate coworkers and supervisors on how to respond/react when employee has a seizure on the job

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

Provide written information to employee

Put employee's name plate on desk and/or door

Label items at desk

Use nametags (or other identification) for all employees

Avoid isolated workstations

Work in teams of two or more

Keep aisles clear of clutter

Fibromyalgia

FMS is a complex, chronic condition which causes widespread pain and fatigue as well as a variety of other symptoms. The name "fibromyalgia" comes from "fibro" meaning fibrous tissues (such as tendons and ligaments), "my" meaning muscles, and "algia" meaning pain. Unlike arthritis, FMS does not cause pain or swelling in the joints. Rather, it produces pain in the soft tissues located around joints and in skin and organs throughout the body

Provide written job instructions

Provide task lighting

Prioritize job assignments and provide more structure

Eliminate fluorescent lighting

Allow periodic rest periods to reorient

Provide alternate work space to reduce visual and auditory distractions

Provide memory aids, such as schedulers or organizers

Implement a "fragrance-free" workplace policy

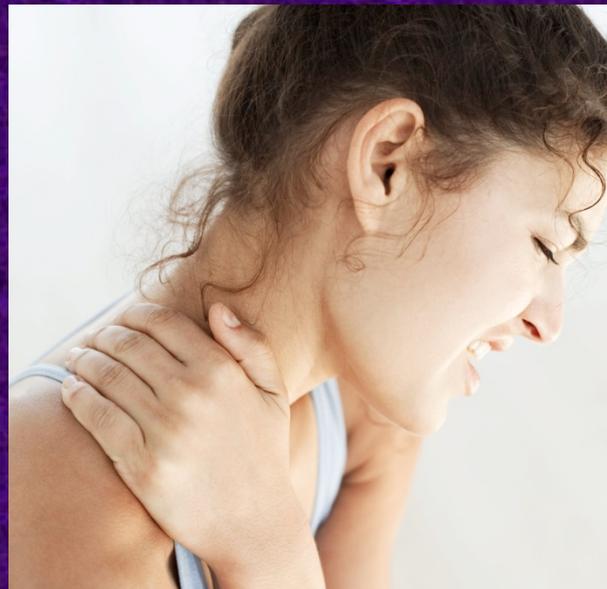
Minimize distractions

Provide air purification devices

Provide task lighting

Modify work-site temperature and maintain the ventilation system

Reduce job stress



Provide arm supports

Provide writing and grip aids

Provide a page turner and a book holder



Gastrointestinal Disorders

Gastrointestinal (GI) disorders affect millions of people of all ages - men, women, and children. Examples of GI disorders include Crohn's disease, ulcerative colitis, irritable bowel syndrome, spastic colon, and diverticulitis. Symptoms of GI disorders range from very mild to debilitating.

Accommodation ideas for individuals with GI disorders:

- **Using the restroom as needed:** flexible schedule to incorporate restroom breaks, a workstation closer to the restroom, a change in job assignment to a job that allows flexible breaks, and work from home during flareups
- **Working while undergoing treatment:** flexible use of leave time to seek treatment, flexible scheduling to make up time missed for treatment, and part-time work or work from home while recovering from a flareup
- **Meeting the physical demands of the job:** job restructuring to remove marginal job functions that are physically demanding, equipment or other accommodations that reduce the physical demands of the job
- **Dealing with workplace stress:** reduction or elimination of stress in the current position, transfer to a less stressful position, flexible schedule to recover from any effects caused by workplace stress, and work at home to avoid workplace stress.

Graves' Disease

Managing fatigue: flexible work schedule, liberal use of leave time, work from home, a reduction or elimination of physical exertion and stress, scheduled rest breaks away from the workstation, and ergonomic workstation design.

Managing heat sensitivity: work-site temperature may need to be modified. A person could also benefit from cooling clothing or having a fan/air-conditioner at the workstation. An individual may also need flexible scheduling, modified dress code, and/or work from home during hot weather

Dealing with workplace stress: reduction or elimination of stress in the current position, transfer to a less stressful position, and work at home to avoid workplace stress.

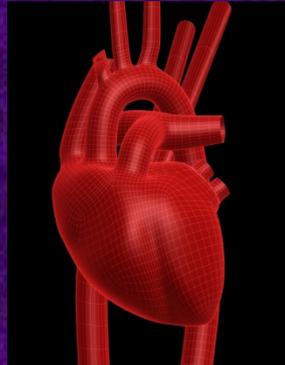
Working specific schedules: dayshift rather than a late or rotating shift due to problems with sleep regulation and fatigue.

Graves' disease (toxic diffuse goiter) is characterized by hyperthyroidism and one or more of the following: goiter, exophthalmos, and pretibial myxedema. Many symptoms and signs are associated with Graves' disease. The more common signs are goiter, moist skin, tremor, eye signs (stare, lid lag, and irritation), nervousness, fatigue, and weakness.

Heart Conditions

The majority of heart conditions are diagnosed as high blood pressure. Coronary heart disease, congenital heart failure, and stroke are also prominent. Heart valve abnormalities, congestive heart failure, enlarged heart, murmurs, hypertension, marfan syndrome, and rheumatic fever may also contribute to a heart condition. Congenital cardiovascular defects, present in about one percent of live births, may be other causes

- Reduce or eliminate physical exertion
- Schedule periodic rest breaks away from the workstation
- Allow a flexible work schedule and flexible use of leave time
- Provide adjustable ventilation
- Avoid temperature extremes
- Eliminate the need to use sharp objects
- Eliminate blinking and flickering lights
- Replace fluorescent lighting with full spectrum or natural lighting
- Reduce workplace stress



Hearing Impairments

- Use written notes
- Use computer technology, i.e., e-mail and instant messaging
- Provide an interpreter
- Provide basic sign language training
- Allow tape recording of meetings
- Provide speech recognition software
- Provide amplification
- Provide a headset designed for people who wear hearing aids
- Provide visual or tactile alerting device



- Implement a buddy system for emergencies
- Allow the use of a hearing dog
- Use electronic hearing protection that filters out damaging noise while allowing the user to hear human voices
- Purchase captioned videos
- Notify customers that the employee has a hearing loss and that they should look directly at the employee when speaking and ask customers to write their questions

Hepatitis

Hepatitis is an inflammation of the liver caused by a hepatitis virus. There are several types of hepatitis infections. The three most common in the U.S. are Hepatitis A, B, and C

+ *Flexible leave*

+ *Provide written job instructions and prioritize assignments*

+ *Modified schedule*

+ *Provide a rest area with cot*

+ *Reduce or eliminate strenuous activity*

+ *Frequent rest breaks*

+ *Job sharing*

+ *Minimize distractions*

+ *Identify stressors and reduce stress*

+ *Time off for counseling or therapy*

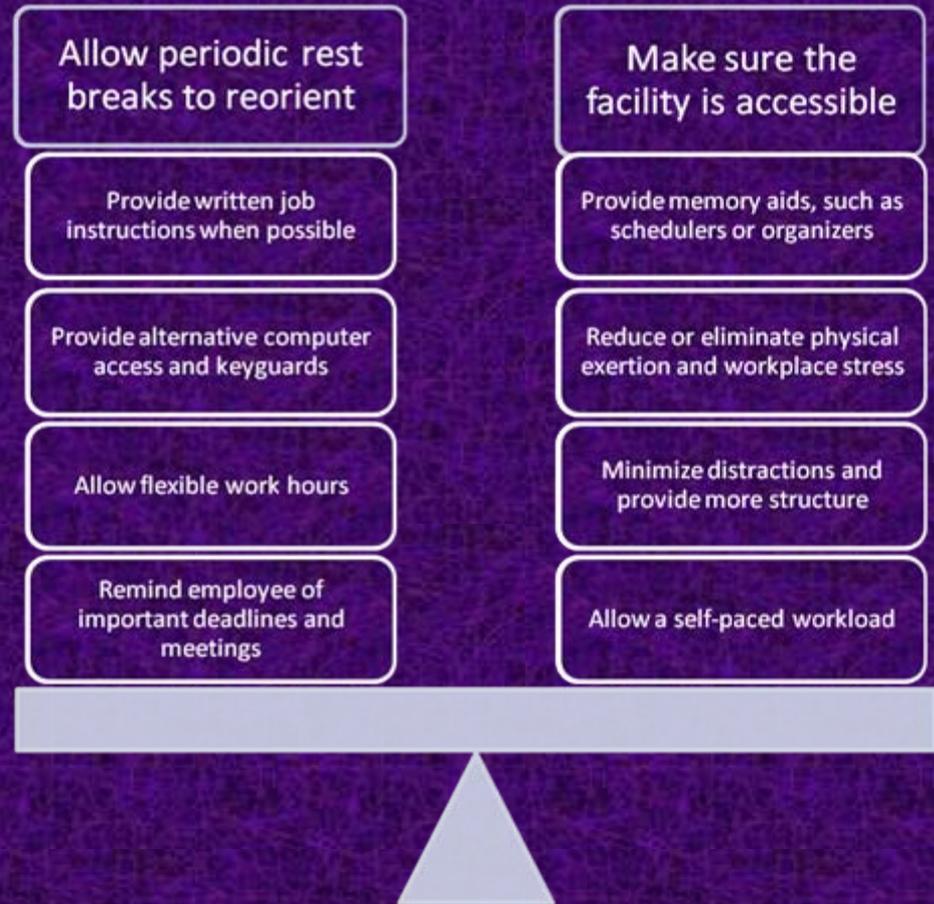
Herpes Zoster (Shingles)

Shingles, herpes zoster, is a reactivation of the chickenpox virus (the varicella-zoster virus). After having chickenpox, the varicella-zoster virus retreats to nerve cells in the body, where it often lies dormant for many years. Certain factors, such as stress, aging, or low immunity, can reactivate the virus and it begins to reproduce. The virus travels along the path of a nerve to the skin's surface and becomes visible as shingles. Shingles causes numbness, tingling, itching, or pain before a blistering rash appears.

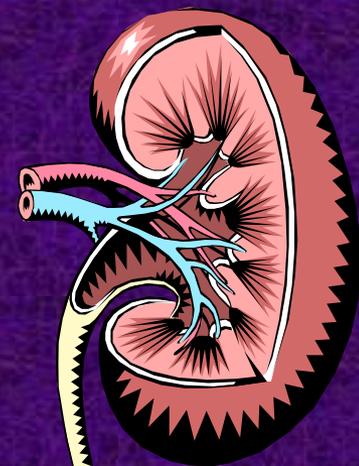
- **Fatigue:** reduced work schedule, periodic rest breaks, a transfer to a less physically demanding job, and the flexible use of leave time. Individuals may also benefit from implementing ergonomic principles.
- **Stress Management:** reduction or elimination of stress, transfer to a less stressful position, a flexible schedule to recover from any effects caused by workplace stress, and work at home to avoid workplace stress.
- **Managing Depression:** Develop workplace strategies to deal with work problems before they arise, provide sensitivity training to coworkers, allow telephone calls during work hours to doctors and others for support.
- **Contagion:** People with shingles can transmit the varicella-zoster virus to individuals who have not had chickenpox or received the chickenpox vaccine (available since 1995), thereby causing the individual to get chickenpox; however, shingles cannot be transmitted to another person. Individuals may need time off from work until the virus is no longer contagious.

Huntington's Disease

Huntington's disease (HD) results from genetically programmed degeneration of brain cells, called neurons, in certain areas of the brain. This degeneration causes uncontrolled movements, loss of intellectual faculties, and emotional disturbance.



Kidney Disease



Kidney diseases are diseases of the kidney substance that alter the structure and function of the kidney. There are many diseases of the kidneys such as glomerulonephritis, pyelonephritis, polycystic kidney, and lupus nephritis. The treatment and potential for recovery depends on the type of disease. Kidney diseases can lead to kidney failure.

Performing/Receiving Dialysis: access to storage materials, flexible scheduling, a private and clean area with a cot, and proper biohazard disposal. Flexible use of leave time, modified attendance policies, and work from home because they must travel to centers on fixed treatment schedules to receive several treatments per week.

Dietary Restrictions: access to a refrigerator, food storage area, and frequent breaks are helpful

Fatigue: reduced work schedule, periodic rest breaks, a transfer to a less physically demanding job, and the flexible use of leave time.

Dealing with Workplace Stress: reduction or elimination of stress in the current position, transfer to a less stressful position, flexible schedule to recover from any effects caused by workplace stress,

Latex Allergies

Latex allergy is a reaction to proteins present in latex derived from natural rubber latex (NRL). NRL is manufactured from a variety of plants, but mainly the rubber tree, *Hevea brasiliensis*

- Discontinue the use of latex gloves. Purchase alternative glove products such as vinyl or nitrile. The feasibility of using alternatives will likely depend upon the infection control needed to perform job tasks.
- If latex gloves must be used, switch to non-powdered latex with reduced protein content. Provide all employees within the individual's working environment with non-powdered gloves as well. If other employees continue to wear powdered latex gloves, the latex proteins can become airborne and create the potential for an allergic reaction.
- If powdered latex gloves are used, thoroughly clean the environment to remove powder residue from walls, equipment and HVAC vents.
- Implement a latex-safe department, clinic or facility. Eliminate the use of latex gloves and, when possible, switch to non-latex medical supplies. If the entire facility cannot be latex-safe, safeguard specific locations by creating latex-safe zones.
- Place the individual in the least latex-intensive environment possible.

Learning Disabilities

Learning disabilities are disorders that affect the ability to understand or use spoken or written language, do mathematical calculations, coordinate movements, or direct attention

- Convert text to audio
- Provide larger print Provide materials that are type-written, in a font that is not italicized; if handwritten material must be provided, use print, not cursive
- Have someone read the document aloud to the individual
- Use voice output software, also called screen reading software, which highlights and reads aloud the information from the computer screen
- Provide electronic and talking dictionaries
- Allow buddy, coworker, or supervisor to proofread written material
- Use Inspiration software, a computerized graphic organizer
- Allow the individual to create a verbal response instead of a written response
- Provide writing aids
- Allow use of personal computers, including Alpha Smart, Palm, tablet PC, and Blackberry
- To help facilitate communication, provide advance notice of topics to be discussed in meeting
- Use calendars (paper, electronic, or both) to remind of deadlines, meetings, upcoming tasks
- Provide checklists to help remember job tasks
- Divide large assignments into smaller tasks and goals

Leg Impairment



An elevator, a stair or wheelchair lift, automatic door openers or a stair assist may be effective.



Toileting aids, and grab bars assist individuals with performing activities of daily living.



Individuals may benefit from ergonomic equipment such as foot rests and ergonomic chairs



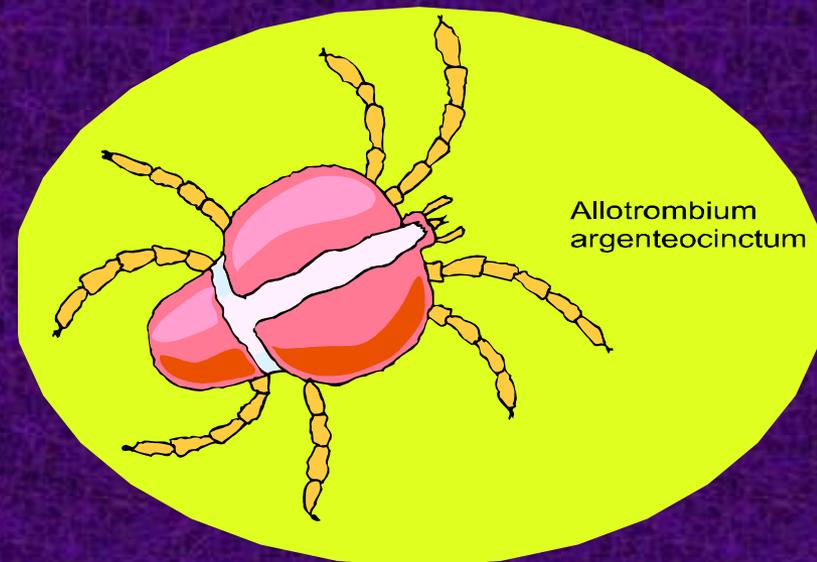
A wheelchair or scooter may accommodate these limitations when moving around a workplace. Adjustable industrial and office workstations also help individuals convert workstations to more comfortable heights.



Lyme Disease

Lyme disease is caused by the bacterium *Borrelia burgdorferi*, which are transmitted to humans by the bite of infected deer ticks. Lyme disease is associated with a "bull's-eye" rash and/or lesion called erythema migrans. Other nonspecific symptoms include fever, malaise, fatigue, headache, and muscle and joint aches

- flexible work schedule
- a reduction or elimination of physical exertion and workplace stress
- scheduled rest breaks away from the workstation
- being allowed to work from home
- liberal use of leave time



Little Person

- **Accessing Work-Site:** An elevator, a stair or wheelchair lift, or a stair assist may be effective. Also, automatic door openers, door knob grips, and door handles will help an individual grasp handles and open doors.
- **Reaching Work Areas:** Rearranging areas so that heavy and frequently used materials are accessed at lower levels is usually very helpful. Aerial lifts and rolling ladders are products that raise workers. Work platforms may also be useful in reaching work areas and grasping objects. For driving, pedal extenders are helpful.
- **Accessing a Computer Workstation:** miniature keyboards, articulating keyboard trays and other ergonomic equipment such as foot rests and ergonomic chairs.
- **Difficulty Standing and Walking:** A wheelchair or scooter may accommodate these limitations when moving around a workplace.
- **Activities of Daily Living:** Toileting aids, grab bars, grooming and dressing aids, and adaptive clothing assist individuals with performing activities of daily living.

Liver Diseases

There are many medical conditions that can affect the liver, including cirrhosis, hepatitis, liver cancer, Sarcoidosis, and Wilson's disease. Symptoms vary from person to person, but common symptoms include fatigue and weakness, abdominal swelling and pain, muscle spasms, joint pain, jaundice, chemical sensitivity, suppressed immune system, itchy skin, loss of appetite, nausea, and weight loss.

Flexible
leave

Work
from
home

Smoke and
fragrance-
free work
environment

periodic
rest breaks

less
physically
demanding
job

Private
office with
its own
ventilation



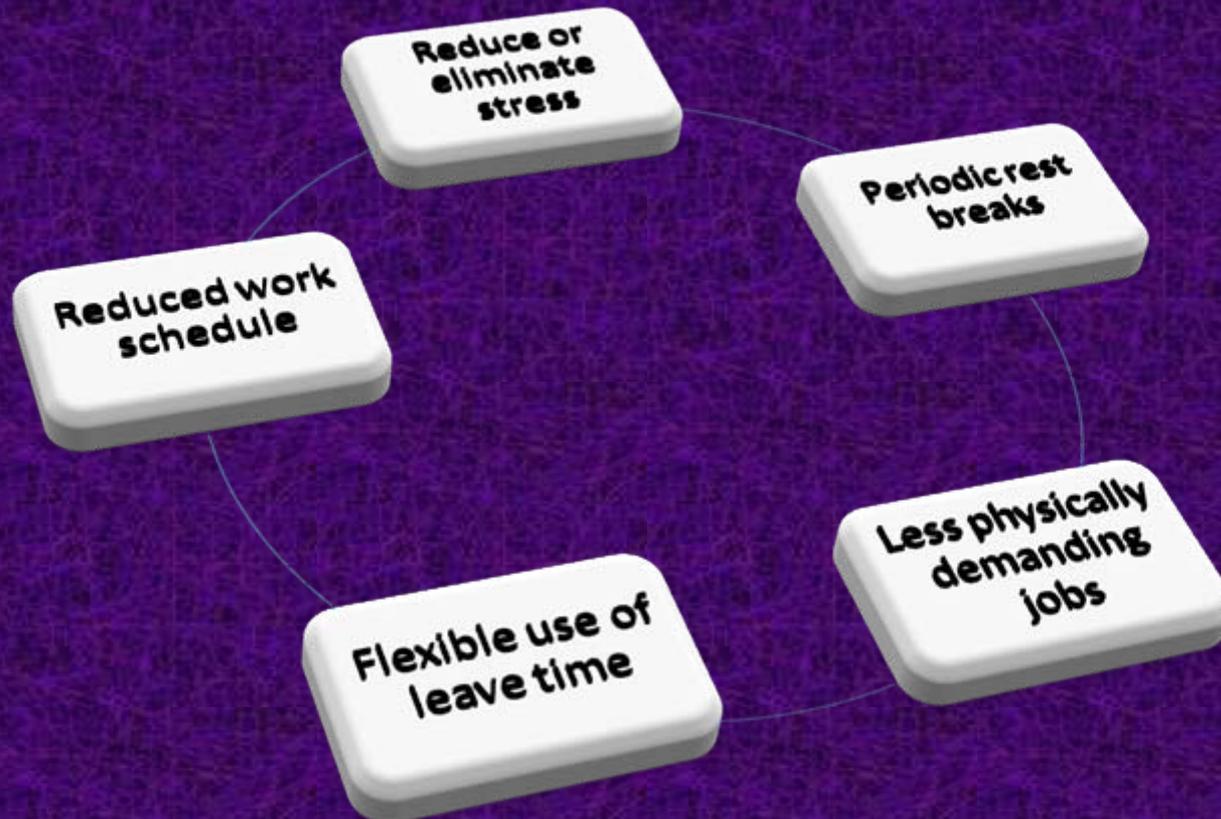
Lupus

- ❖ Move workstation closer to the restroom
- ❖ Allow longer breaks
- ❖ Provide access to a refrigerator
- ❖ Provide written job instructions when possible
- ❖ Allow flexible work hours
- ❖ Provide memory aids, such as schedulers or organizers
- ❖ Minimize distractions
- ❖ Allow a self-paced workload
- ❖ Reduce job stress
- ❖ Reduce or eliminate physical exertion and workplace stress
- ❖ Implement ergonomic workstation design
- ❖ Minimize outdoor activities between the peak hours of 10:00 am and 4:00 pm
- ❖ Avoid reflective surfaces such as sand, snow, and concrete
- ❖ Install low wattage overhead lights and replace fluorescent lighting with full spectrum or natural lighting
- ❖ Eliminate blinking and flickering lights
- ❖ Keep work environment free from dust, smoke, odor, and fumes
- ❖ Avoid temperature extremes
- ❖ Provide sensitivity training to coworkers
- ❖ Provide large print material, screen reading software, and large-size high resolution monitor

Lupus is a widespread and chronic autoimmune disease that, for unknown reasons, causes the immune system to attack the body's own tissue and organs, including the joints, kidneys, heart, lungs, brain, blood, or skin. The immune system normally protects the body against viruses, bacteria, and other foreign materials. In an autoimmune disease like lupus, the immune system loses its ability to tell the difference between foreign substances and its own cells and tissue. The immune system then makes antibodies directed against "self."

Marfan Syndrome

Marfan syndrome is a genetic disorder of the connective tissue that can affect the skeleton, lungs, eyes, heart, and blood vessels. The condition affects both men and women of any race or ethnic group. It is estimated that at least 200,000 people in the United States have Marfan syndrome or a related connective tissue disorder.



Mental Illness

Psychiatric impairments, also called "mental illnesses," refer collectively to all diagnosable mental disorders. Mental disorders are health conditions that are characterized by alterations in thinking, mood, or behavior (or some combination thereof) associated with distress and/or impaired functioning



- flexible scheduling
- longer or more frequent work breaks
- Provide self-paced workload
- Allow time off for counseling
- Reduce distractions in the work area
- Divide large assignments into smaller tasks and goals
- Make daily TO-DO lists and check items off as they are completed
- Provide type written minutes of each meeting
- Provide written instructions

- Educate all employees on right to accommodations
- Provide sensitivity training to coworkers and supervisors
- Recognize that a change in the office environment or in supervisors may be difficult
- Maintain open channels of communication between the employee and the new and old supervisor

Migraine Headaches

Migraine headaches are the most common form of a vascular headache, which is an abnormal function of the brain's blood vessels (UVA Health, 2004). There are several different types of migraines that have different symptoms associated with them



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

Provide the employee with a dark, private area to go to when experiencing a migraine

Implement a fragrance-free policy

Provide noise canceling headsets

Provide flexible leave when the employee is experiencing a migraine

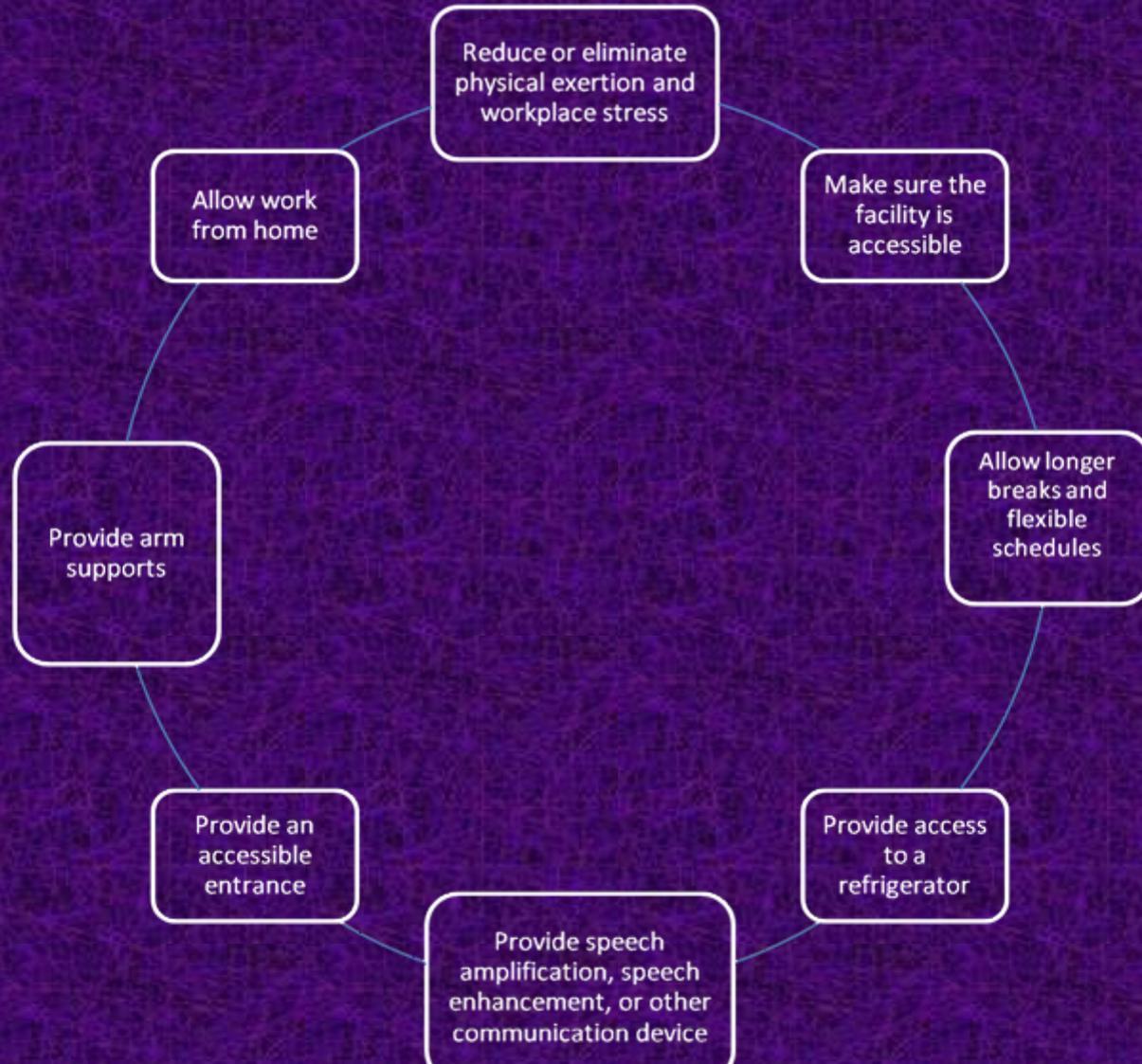
Multiple Sclerosis

MS is a chronic autoimmune disease of the central nervous system. It causes destruction of myelin in the central nervous system. When myelin is destroyed signals traveling through the nerve cells are interrupted or delayed, resulting in various neurologic symptoms occurring at different locations throughout the body.

- Provide access to refrigerator and move workstation closer to restroom.
- Allow longer breaks
- Provide written instructions
- Minimize distractions
- Reduce stress and physical exertion
- Assist with fine motor, speech, and vision impairments
- Make work-site easily accessible
- Reduce work-site temperature

Muscular Dystrophy

MD refers to a group of genetic diseases marked by progressive weakness and degeneration of the skeletal, or voluntary, muscles, which control movement.



Myasthenia Gravis

- ❖ Make sure the facility is accessible
- ❖ Allow longer breaks and flexible schedules
- ❖ Provide access to a refrigerator
- ❖ Reduce or eliminate physical exertion and workplace stress
- ❖ Allow work from home
- ❖ Provide arm supports
- ❖ Provide an accessible entrance
- ❖ Provide speech amplification, speech enhancement, or other communication device

The name "Myasthenia Gravis" comes from the Greek and Latin words meaning "grave muscular weakness." The most common form of MG is a chronic autoimmune neuromuscular disorder that is characterized by fluctuating weakness of the voluntary muscle groups

Obesity

Climbing steps: can benefit from an elevator or a large-rated stair lift or large-rated wheelchair lift.

Seat Belt Extenders: Seat belt extenders are available for some vehicles and industrial equipment. Some companies choose to not make seatbelt extenders.

Sitting: Large-rated ergonomic chairs are available as options

Walking: A large-rated wheelchair or scooter may accommodate this limitation.

Using Safety Products: Specially designed ladders and harnesses are available

Parkinson's Disease

Parkinson's disease is a chronic, progressive disorder of the central nervous system that belongs to a group of conditions called motor system disorders. Parkinson's is the direct result of the loss of cells in a section of the brain called the substantia nigra. Those cells produce dopamine, a chemical messenger responsible for transmitting signals within the brain. Loss of dopamine causes critical nerve cells in the brain, or neurons, to fire out of control, leaving patients unable to direct or control their movement in a normal manner

- Implement ergonomic workstation design
- Modify the work-site to make it accessible
- Reduce or eliminate physical exertion and workplace stress
- Provide speech amplification, speech enhancement, or other communication device
- Allow employee to work from home and flexible hours
- Reduce distractions in work environment
- Minimize distractions
- Allow a self-paced workload
- Make sure the facility is accessible
- Allow longer breaks

Post-Polio Syndrome

Polio (poliomyelitis) is a disorder caused by a viral infection (poliovirus) that can affect the whole body, including muscles and nerves. Severe cases may cause permanent paralysis or death.



- Accommodation ideas for individuals with PPS:

Difficulty Performing Activities of Daily Living: Eating aids, grooming aids, and other independent living aids may help.

- **Managing Fatigue and Weakness:** flexible work schedule, liberal use of leave time, being allowed to work from home, a reduction or elimination of physical exertion and workplace stress, scheduled rest breaks away from the workstation, and using ergonomic equipment to implement ergonomic workstation design.

- **Difficulty Standing and Walking:** A wheelchair may accommodate

- **Lifting:** Accommodations may include assistance with lifting, lifting devices, or a transfer to another job that does not require lifting.

- **One Hand Use:** Accommodations for individuals with one hand typically involve driving; working with tools; lifting materials, products, and people; entering information into the computer; and manipulating office equipment.

Pregnancy

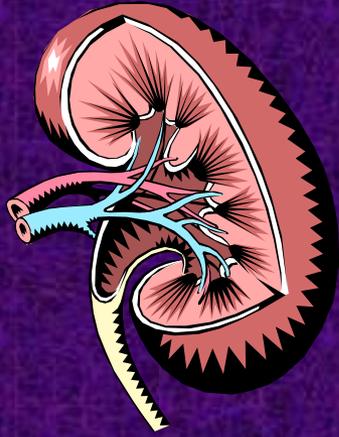
- Accommodation ideas for individuals who are pregnant:
- **Meeting the physical demands of the job:** they may benefit from accommodations such as lifting aids, reserved parking close to the worksite, stand/lean stools, ergonomic chairs, reassignment to a less physically demanding job, and a workstation away from chemicals, germs, and radiation.

Working a specific schedule: they may benefit from accommodations such as a flexible arrival time, periodic rest breaks, an ergonomic workstation, work from home, limited overtime hours, transfer to another shift, and flexible use of leave.

Other: Individuals who are pregnant may have other work-related accommodation needs such as modification of the employer's dress code, a workstation that allows for elevation of the feet, and accommodations related to emergency evacuation.



Renal Disease



Kidney diseases are diseases of the kidney substance that alter the structure and function of the kidney. There are many diseases of the kidneys such as glomerulonephritis, pyelonephritis, polycystic kidney, and lupus nephritis. The treatment and potential for recovery depends on the type of disease. Kidney diseases can lead to kidney failure

- **Performing/Receiving Dialysis:** Peritoneal dialysis can be performed in the office. An individual needs access to storage materials, flexible scheduling, a private and clean area with a cot, and proper biohazard disposal (there are no needles).
- **Dietary Restrictions:** Access to a refrigerator, food storage area, and frequent breaks are helpful.
- **Fatigue:** Individuals: Possible solutions include a reduced work schedule, periodic rest breaks, a transfer to a less physically demanding job, and the flexible use of leave time.
- **Lifting Materials, Products, and People:** Compact lifting devices, vacuum material handling, and winches are useful for moving materials and products. For transferring and moving people, patient lifts are helpful.
- **Dealing with Workplace Stress:** An individual with kidney disease may benefit from reduction or elimination of stress in the current position, transfer to a less stressful position, flexible schedule to recover from any effects caused by workplace stress, and work at home to avoid workplace stress.
- **Commuting to and from Work:** Possible solutions include allowing more time for the commute (to allow time for restroom breaks), allowing work at home, and a transfer to office closer to home

Sarcoidosis

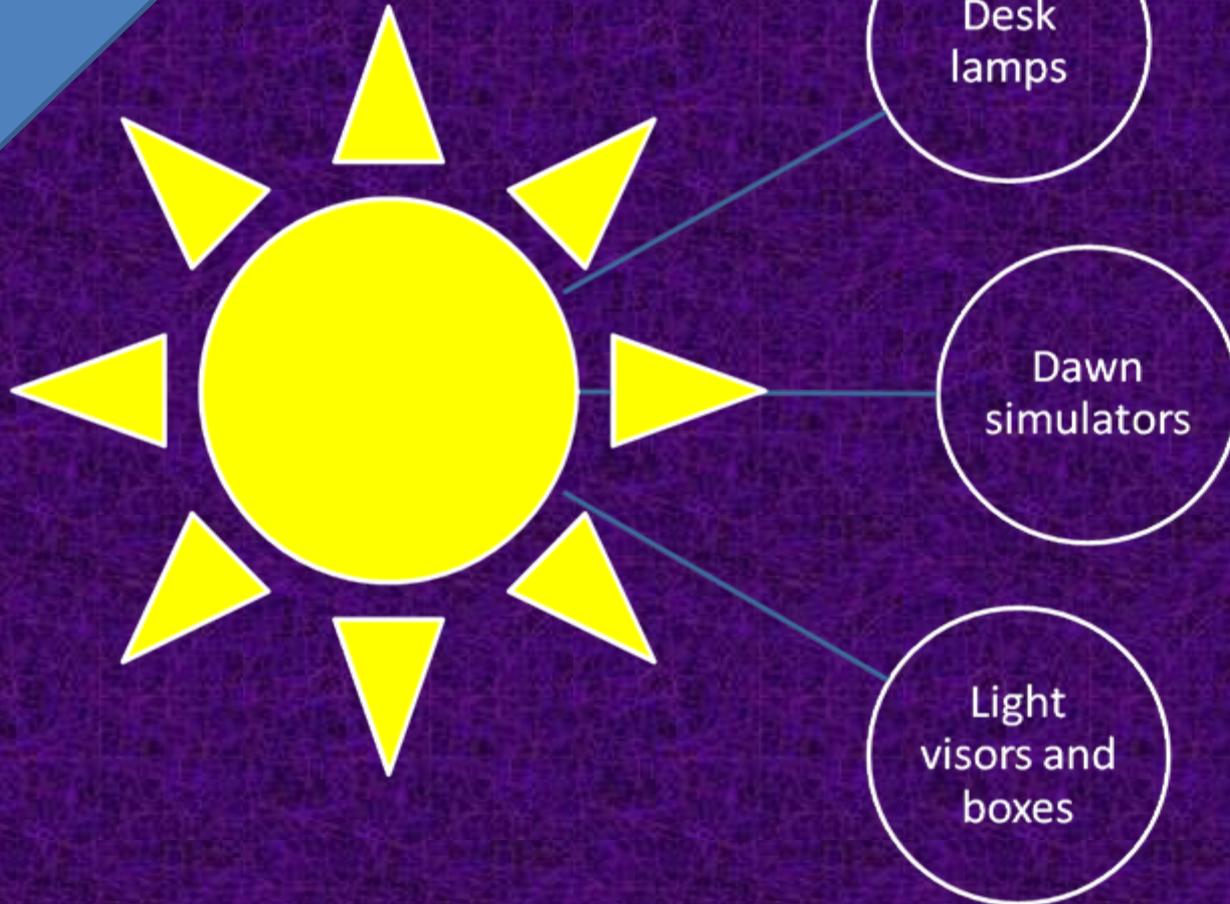
Sarcoidosis (SAR-coy-DOH-sis) is an inflammatory disease characterized by granulomas (small rounded outgrowths made up of blood vessels, cells, and connective tissues) that can produce many different symptoms. It is generally a chronic disease, lasting for several years or a lifetime. Some people, however, may have a type that only lasts a few months.

Fatigue: Possible solutions include a reduced work schedule, periodic rest breaks, a transfer to a less physically demanding job, flexible use of leave time, reducing or eliminating physical exertion and workplace stress, work from home, implementing ergonomic workstation design, and providing a scooter or other mobility aid if walking cannot be reduced.

Respiratory Impairment: An individual may benefit from a clean and healthy work environment; air purification; the conditioning, heating, dehumidifying, or adding of moisture to the air; additional rest breaks; a smoke and fragrance-free work environment; an alternative work arrangement such as work from home; alternative work arrangements when construction is taking place; alternative pest management practices; alternative cleaning products; and a flexible leave policy

Seasonal Affective Disorder

Type of depression
that is exacerbated
by gray overcast
skies and poor
indoor lighting



Sickle Cell Anemia

Sickle cell anemia, or sickle cell disease, is a genetically inherited blood disorder that affects the shape of red blood cells.

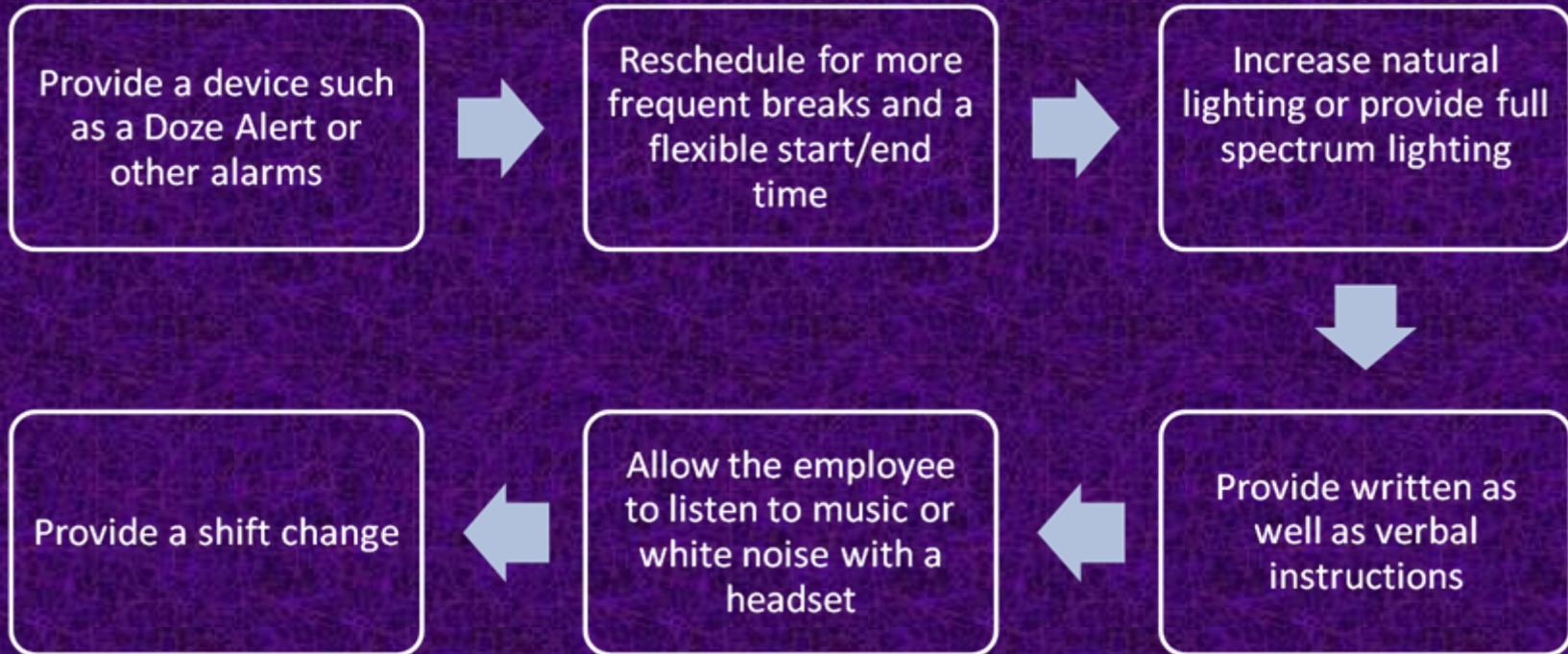
- Allow flexible scheduling
- Allow time off for medical appointments
- Allow work from home full-time, part-time, or as needed
- Provide additional unpaid leave if employee exhausts accrued time off
- Permit a family member or friend to call-off for person when in “crisis”
- Schedule steady shifts
- Permit time off or a flexible schedule for exercise
- Avoid temperature extremes
- Allow the use of a heating pad for pain management
- Keep work environment clean and hygienic and provide anti-bacterial wipes
- Reduce or eliminate workplace stress
- Avoid temperature extremes and provide adjustable ventilation



Sleep Disorders



Sleep disorders are neurological conditions that can affect sleep in a variety of ways. There are over 84 different types of sleep disorders that affect the body's normal cycle of daytime wakefulness and night time sleep.



Speech-Language Impairments



Spina Bifida

Spina bifida is the most frequently occurring permanent birth defect. It affects approximately one out of every 1,000 newborns in the United States. It results from the failure of the spine to close properly during the first month of pregnancy. In severe cases, the spinal cord protrudes through the back and may be covered by skin or a thin membrane

Accommodate for impaired vision and a wheelchair

Provide remote-controlled blinds Large button telephones, voice activated databases Speech recognition, page turners and book holders



flexible work schedule, frequent restroom breaks throughout the work day, moving the workstation closer to the restroom, or working at home

wheelchair or scooter Adjustable workstations accessible parking, ramps, stair and wheelchair lifts, and elevators are helpful.

Stomach Ulcers and Reflux

Symptoms may include hunger-like pain to a continuous burning sensation, vomiting, burping, weight loss, poor appetite, bloating, and nausea. People often experience dull pain in a small area between the breast bone and navel that comes and goes for days or weeks and occurs two to three hours after meals.

- **Managing Fatigue:** flexible work schedule, liberal use of leave time, being allowed to work from home, a reduction or elimination of physical exertion and workplace stress, scheduled rest breaks away from the workstation, and ergonomic workstation design.



Maintaining Medication Regimens and Dietary Allowances: Allowing for storage of medications and/or food, supplying an area to administer medications, providing appropriate containers for medication disposal, and allowing for frequent breaks for food as needed are possible accommodation ideas.

Working with Medical Restrictions: A flexible or modified work schedule, steady shift schedule, avoidance of temperature extremes, and reassignment are common accommodations for individuals who work with medical restrictions.

- **Managing a Sleep Disorder:** Individuals with sleep disorders may be accommodated with flexible work hours, frequent breaks, and work from home.

Thyroid Disorders

There are many different thyroid disorders that exist. The most common ones include: Graves' disease, Hashimoto's disease, hyperthyroidism, hypothyroidism, thyroid cancer, and thyroiditis.



flexible work schedule

liberal use of leave time

working from home

a reduction of physical exertion and workplace stress

scheduled rest breaks away from the workstation

ergonomic workstation design.

modify work-site temperature
The maintain the ventilation system

redirect air and heating vents

having a fan or heater at the workstation

flexible scheduling

modified dress code

work from home during hot/cold weather

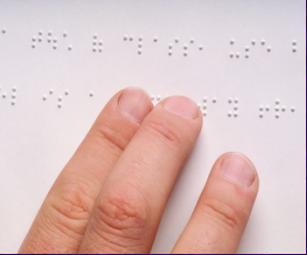


Vertigo

Vertigo is the sensation of spinning, whirling, or dizziness caused by a disturbance in balance. Vertigo can be described as either subjective or objective. An individual who experiences objective vertigo may feel like things in her environment are moving, while an individual with subjective vertigo feels as if she is moving

- Provide parking close to the work-site
- Provide a work environment that has solid colored carpeting and walls instead of patterns and multiple colors
- Allow a flexible schedule to use public transportation to and from work
- Allow a flexible work schedule and flexible use of leave time
- Allow the employee to work a modified or part-time schedule
- Provide an alternative to fluorescent lighting (e.g., task lighting or broad spectrum)
- Reduce computer use
- Provide a flicker-free or flat panel monitor with a high refresh rate





Vision Impairments



- Closed circuit television (CCTV) system
- Hand, stand, or portable magnifier
- Information in large print
- Photo copier enlarged paper material
- Optical devices such as monoculars or binocular systems, loupes, or prism spectacles
- Auditory versions of printed document
- Braille formatted document
- The Kurzweil-National Federation of the Blind Reader, which takes a picture of a text document and reads the contents of the printed document in clear synthetic speech
- Qualified reader, which may be used to "be the eyes" for a person with a vision impairment
- Screen magnification software
- Pens that include a bold felt tip or lighted pen
- Personal data assistants, notetakers, and laptops with speech output or Braille display

Wheelchair Use



- Allowing a flexible work schedule and flexible use of leave time, and
- Allowing work from home.
- Allowing the use of a personal assistant and/or service animal at work,
- Making sure the facility is accessible,
- Moving the workstation closer to the restroom, and
- Allowing longer breaks.
- Installing automatic door openers and door handles;
- Modifying the building to make it accessible with accessible restrooms, parking, ramps, chair lifts, stair lifts, and elevators;
- Providing stand-up, reclining, all-terrain, and standard wheelchairs and accessories and/or scooters; and
- Providing emergency evacuation mobility aids.

