SOME DISABILITIES LOOK LIKE THIS

# NACURH
# Accessibility
# Guide

SOME LOOK LIKE THIS

Last Updated: 12/22/2020

# Table of Contents

# The "Why" Behind this Guide

Our current strategic plan, created in 2018, underscores the need and potential implementation of Universal Design Layouts (UDL) and more accessible resources and spaces; however, initiatives to create these new opportunities remains limited. The current strategic plan incorporates UDL opportunities beginning with year two.

After the 2020 Semi Annual Business Conference, members of NACURH Leadership created one of the most progressive pieces of accessibility legislation in NACURH. The piece's intention centered around creating a mentality of one universally designed concept, where ideally, accommodations would no longer be necessary. In addition, to continue to create change that expands beyond the piece and educates future members within the organization, an Accessibility Task Force remains a critical item in the piece.

After the legislation passed, the Accessibility Task Force began during the end of the 2020 Summer and all members of Leadership, including Representatives, could apply.
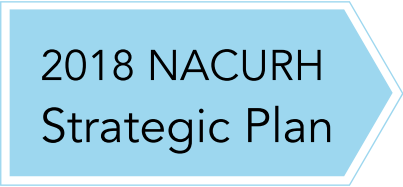
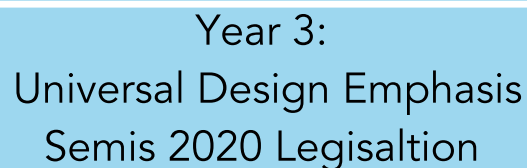Implement Universal Design Practices
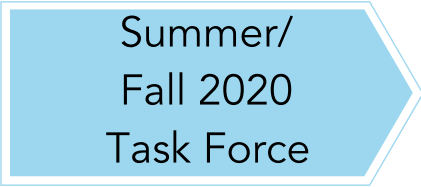
Increase Education for Leadership

Standard and Consistent Practices

2018 NACURH Strategic Plan

Year 3: Universal Design Emphasis Semis 2020 Legisaltion

Summer/ Fall 2020 Task Force

# The ADA and Universal Design

Anything that is Universally Designed is Accessible.  However, just because something is accessible does not mean it is Universally Designed.

## ADA Accessible vs Universally Designed

| | |
|---|---|
| **ADA Accessible** means it has been determined as an accessible practice by the Americans with Disabilities Act. The ADA includes reasonable accommodations, and certain standards for the minimum requirement for a public accommodation to be accessible for people with disabilities. | **Universally Designed** intentionally creates spaces where no additional accommodations are needed, as the original layout is designed to include able-bodied individuals and individuals with disabilities. |

How to make something accessible into Universally Designed:
- At conferences, instead of using stairs and a ramp for a stage, only include a ramp for access.
- Automatically implement the frequently requested accommodations on page 6 of this guide in your region.

## Did you know?

A building can be multiple stories without an elevator, and still be classified as ADA accessible.

# Physical and Invisible Disabilities

## Did you know?

## 1 billion people
in the world have a disability; that is around 15% in the United States.

The most well known category of disabilities is physical disabilities.
Often times, physical disabilities affect individuals' mobility, cognition, vision, hearing, independent living, and self-care.

When the term "disability" is used, most people automatically think of physical disabilities, such as those requiring a wheelchair, cane, or service animal. However, many disabilities cannot be seen. Invisible disabilities are those that cannot be seen with the naked eye.

They include but are not limited to:
- Cystic Fibrosis
- Traumatic Brain Injury (TBI)
- Epilepsy
- Attention Deficit-Disorder (ADD)
- Attention-Deficit Hyperactivity Disorder (ADHD)
- Diabetes

It is impossible to know for sure if someone has a disability, never making it appropriate to assume.

# Physical and Invisible Disabilities

## Disability Etiquette

Remember they are a person first.

In instances such as parking spaces and bathrooms, use the term "accessible," instead of "handicapped."

Any person's medical equipment (cane, wheelchair, walker, etc.) is a part of their personal space. They are not toys and are essential to the individuals' independence and / or mobility.

You can have a disability and be able-bodied.

October is National Disability Employment Awareness Month.

Able-bodied only refers to physical disabilities.

Accessibility changes are constant as technology advances.

Housing accommodations go through the Fair Housing Act.

The ADA celebrated its 30th birthday in 2020.

## Did you know?

Many individuals with invisible disabilities (around 88%) have admitted to being worried about the reactions or judgements of others after they disclose that they have a disability.

# Assisting Those With Disabilities

## Key Considerations

1. Do not judge individuals by their appearance.
2. Do not ignore individuals just because they have a disability.
3. Try to gain new perspectives.
4. Do not assume that a disability is "all in their head" or made up.
5. Strive to make the individual not feel like a burden.
6. Make every effort to be patient and not become frustrated.

## Common Accommodation Requests

| | | |
|---|---|---|
| No strobe or flashing lights | Closed Captioning | Screen Reader Friendly Documents |
| Multi-story buildings with elevators | Automatic Text/ Speech Translators | Documents with color contrast |
| Frequent Breaks | Microphones | Provide a copy of presentation materials |

## Did you know?

Many individuals with a disability (around 74%) do not use any sort of physical aid or devices, such as a wheelchair, cane, or hearing aid.

# Mental Illness and Mental Health

Mental Illness and Mental Health are commonly used interchangeably. However, mental health and mental illness two separate items.

## Mental Health vs Mental Illness

| | |
|---|---|
| **Mental health** is used to talk about common changes in emotions, feelings, connections, and problem-solving. | **Mental illness** is an illness that affects an individual's brain functions, such as how they feel and act around others. Mental Illness often comes in waves or episodes. |

Note: Mental health is often a sliding scale and can change drastically from day-to-day. Since everyone has health, everyone has mental health; however, not everyone experiences mental health conditions.

Most Common Types of Mental Health Conditions:

anxiety      mood      personality      eating

# Mental Health Tips

## Mental Health Tips for NACURH Spaces

Frequent breaks- especially on Zoom

Send out agendas and materials prior

Follow Robert's Rules of Order to prevent cold calling

One person talking at a time

Prevent the need for multi-tasking

Help someone locate their support system

Many of these accommodations are already common practice in NACURH spaces! Always remember to be cognizant of the langauge you use and never assume someone's ability level.

## Did you know?

About 1 in 4 adults will face some sort of mental health issue during any given year.

# Bidding Accessibility

Within bids, utilize **image descriptions or alternative text** on all photos. Canva, Microsoft and Adobe all have production tools for creators to insert alternative text within the design tool itself.

Follow the **font type and size** guideline on the next page, to increase accessibility.

For Letter of Recommendations for bids, **combine PDFs** instead of inserting a JPEG so the text remains **screen reader accessible**. Some Adobe PDF downloads will let you do this for free, GoogleHub will also let you combine PDFs for free.

When bidding during a conference, **distribute materials prior** for presentations to allow people to follow along.

Check **color accessibility** to increase color contrast for different types of color blindness. Apps like Spectrum (learn more on the resources page) can assist you in checking color patterns on a page!

## Did you know?

At NACURH Annual Conference 2020, there were a total of 65 bids submitted!

# Bidding Accessibility

## Title 11, Article 1, Section 1
## Part 1: Award Bidding Requirements

Bid Content Fonts Must Come from the Approved List

Minimum of 12 pt font size

Universally Color Accessible

Screen Reader Accessible

Alt Text or Image Description for Pictures

Text on Solid Color Backgrounds

## Part 2: Approved Content Fonts

| | | |
|---|---|---|
| Arial | Futura Md Cn BT | Sans Serif Std |
| Avant Garde MD BT | Gill Sans Std | SansSerif |
| Avenir LT Std | Helvetica | Stone Sans |
| Century Gothic Regular | Interstate-Regular | ITCSwis721 BT |
| Franklin Gothic | Myriad Pro | Tebuchet |
| Frutiger LT | Rotis | Verdana |
| Futura Std | | Vag Rounded |

# Picture Accessibility

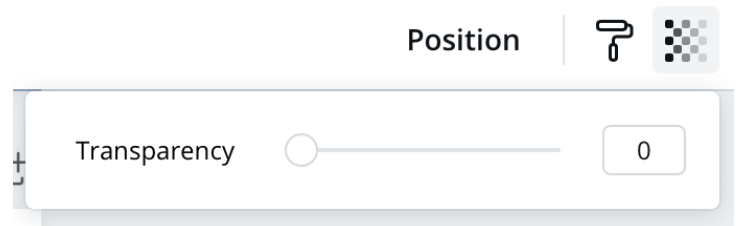Creating a screen reader accessible picture is easier than it may seem!

1. Create a text box with the image description.

1. NACURH logo with intertwined links in navy and white.

2. Place the text box and lay it over the image, where the text box fully encompasses the image.

1. NACURH logo with intertwined links in navy and white.

3. Locate the transparency scale on the top right corner! It looks like the image to the right!

Position

Transparency          0

4. You now have a screen reader accessible image!

# Newsletters

## Mailchimp Accessibility

When inserting images into your newsletter, click "Alt" on the menu option when selecting the photo, to add alternative text.

Replace · Edit · Link · Alt

**Image Alt-Text** (What's this?)

Update

Alternative text is a way for people with disabilities, that utilize a screen reader, to have an image description read out loud. This is also available on Instagram and Facebook posts. Alt-text should describe the image and text included.

Remember to utilize the fonts and fonts sizes listed on the page above to keep material accessible.

When you send a campaign through Mailchimp, a plain-text version is automatically generated for subscribers who opt-in for the alternative text option. These emails do not contain images, rich text formatting, or embedded links. While these emails don't include any fancy designs, people can continue to access the core material and can opt out of the plain-text option.

# Closed Captioning

Closed Captioning often remains a frequently requested accommodation on virtual platforms and on videos.  Depending on the video conferencing service utilized, captions may or may not be automatically available.

Captioning is now provided on Zoom.  Closed captions can be added by someone manually typing them out, utilizing Otter.ai for live transcription on the screen, Zoom software, or hiring a third party company. All four methods come at varying costs and all meet the requirement of providing captionining.  Zoom recently released automatic captioning, supplemental materials on how to use the program will be released soon.

Captioning is automatically provided on Google Meet. However, breakout rooms are not available and the platform has a much lower capacity count compared to Zoom. Accessibility measures provided through Google Meet will accomplish the requirement of providing captioning.

The Americans with Disabilities Act covers reasonable accommodations; moreover, if the cost of an accommodation solution is beyond the entity's means, they can institute an alternative medium to meet the requested accomodation.

# Resources

**chrome app store**

**Spectrum** is a free app through the Google Chrome webstore that allows you to see any web page through a color filter lense that helps you check color accessibility among 12 different types of color blindness.

**Grackle Docs** is an add on extension for Google Docs and Presentation that will check the overall accessibility of your file. It will also provide suggestions on how to increase accessibility.

## Read Aloud: A Text to Speech Voice Reader

**Read Aloud** is a free app on Google Chrome that works as a screen reader. You have the ability to highlight text for it to be read aloud and over images with

**Pear Deck** is an extension through Google Slides that can be used to enhance participation from viewers. It also provides the opportunity for viewers to screen presentations from their phones and own computer devices. This may assist individuals that need to increase font size or utilize a screen reader.

Otter.ai

**Otter.ai** is a free app with premium features that allows for live transcrtipion capabilities. Whether in boardroom or on zoom, Otter.ai can transcibe audio in real time.

## Communication with Alt Text

# Vocabulary

- **Screen Reader** - technology used to "read" everything on the screen, including text, graphics, buttons, and more.

- **Ambulatory Wheelchair user** - Individuals with disabilities that utilize a wheelchair situationally. The validity of their disability is not related to the frequency of requiring a wheelchair.

- **Service Animal** - An animal that is trained to perform tasks for a person with a disability, defined by the ADA. The tasks performed must be directly related to the person's disability.

- **Ableism** - discrimination and/or prejudice against people with disabilities because of their disability.

- **Accommodations** - changes that remove barriers.

- **Section 504** - Civil Rights law that bans discrimination against individuals with disabilities. In addition, it also promises equal access to education to children with disabilities.

- **ADA Title III** - forbids discrimination to individuals with disabilities on the basis of lack of public accommodations.

- **People First Language** - using "people with disabilities" instead of "disabled people." Acknowledges the person and takes focus off of the condition.

- **Equity** - giving an individual what they need to be successful; proportional representation.

- **Equality** - treating everyone the same and giving them the same opportunities.

- **Mobility Aid** - a device that assists an individual with their mobility.

- **Integration** - The inclusion, participation, and acceptance of individuals overall.

# Vocabulary

- **Access Barrier** - obstacles or conditions that make it more difficult or impossible to effectively gain resources or information.

- **Braille** - a language of raised dots that can be understood by touch.

- **Intersectionality** - overlap of social identities and how their relationship with one another applies them to certain groups.

- **Accessible Web Design** - creating websites that follow Universal Design so that they are user-friendly and accessible to everyone.

- **Adaptive Technology** - objects or programs that are used so that individuals with disabilities are able to use technology.

- **Speech Recognition/Input** - used to control a computer and create text by speaking.

- **Disability Culture** - designed to understand the differences in the lifestyles of individuals with disabilities.

- **Deaf** (capital D); deaf (lower case) - Capital D Deaf refers to people who identify as Deaf. Deaf with a lower case d (deaf) refers to the medical condition.

# Guide Authors & References

**Chloe O'Sullivan**
NACURH Accessibility
Task Force Chair
South Atlantic Regional Director

**Katie Westermeyer**
NACURH Chairperson

**Adam Coshal**
North East
Regional Director

**Clarice Berardinelli**
North East
Coordinating Officer for
Outreach and Engagement

**Anna Pietrzak**
South Atlantic
Associate Director for NRHH

**Sunny Rawlinson**
Central Atlantic
Coordinating Officer for
Marketing and Technology

**Brittany Bridges**
Midwest NCC
Northwest Missouri State
University

## References

The Americans with Disabilities Act (ADA) of 1990
The U.S. Equal Employment Opportunity Commission
The National Network: Information, Guidance, and Training on the ADA
The National Alliance on Mental Illness (NAMI)
The National Disability Authority, Centre for Excellence in Universal Design
The University of Washington
    - Disabilities, Opportunities, Internetworking, and Technology