# The Sacramento County Logo in multiple shades of blue. The word SACRAMENTO is in a stylized Serif font in all caps in black. Under the word Sacramento, beginning under the “S” and ending underneath the “R” are two wavy lines representing Sacramento’s two major rivers in different shades of blue. To the right of the wavy lines is the word COUNTY in light blue, in a sans serif font in all caps.

Accessible Public Meeting and Event Checklist

**All County sponsored public meetings and events must be physically and programmatically accessible to people with disabilities. This checklist has been developed to assist County departments in assessing potential sites and to ensure that all County meetings and events comply with federal and state laws in being accessible to persons with disabilities.**

# Meeting/Event Information

**Meeting or Event Name/Description:**

**Date & Time of Meeting or Event:**

**Meeting or Event Location/Address:**

**Meeting or Event On-Site Contact:**

**Phone:**  **E-mail:**

**Responsible Department:**

**Department Contact:**

**Phone:**  **E-mail:**

Department staff members are responsible for ensuring that accessibility is verified at least 10 business days prior to any County-sponsored public meeting or event. This form is provided for your use in ensuring that the meeting or event is physically and programmatically accessible to people with disabilities. If it appears that the meeting or event cannot be made physically or programmatically accessible, please contact the County’s Disability Compliance Office (DCO) at (916) 874-7642, CA Relay Service 711, or dco@saccounty.gov, to discuss possible alternative solutions or sites. It is recommended that a completed copy of this form is retained by the department, to document the department’s efforts in creating an accessible meeting or event.

# Programmatic Accessibility Checklist

This section of the checklist is designed to assess compliance with **programmatic accessibility** standards, to ensure that events will be accessible to people with physical, sensory, cognitive, and other disabilities.

## I. Notice

1. **Required Items - Do not consider holding a public meeting or event without these in place.**
2. **All notices and announcements for the meeting or event must include accessibility information.**

**Accessibility Information** –All meeting or event notices shall includeinformation on how to request accommodations, including alternative formats or auxiliary aids and services, notice of wheelchair accessibility, and information on whom to contact to make accommodation requests. Please see “Sample Accessible Meeting/Event Notices," in the Appendix.

## II. Communication Access

1. **Required Items - Do not consider holding a public meeting or event without these in place**.
2. **If a microphone is provided for public participation, the microphone cable is to be long enough to serve the entire meeting space, including all the accessible seating areas, or a wireless unit is to be provided.**
3. **If a microphone is provided for public participation, make available an adjustable microphone stand or a podium/table microphone stand, and if stands are not available, then assistance in holding the microphone is to be made available, as needed.**
4. **Measures are taken, and advisements are given to meeting chairs and facilitators, to ensure that speaking time is extended for persons who have such a need due to a disability impacting effective communications. Advanced notice should not be required to accommodate such a need.**
5. **Film or video materials used at the meeting or event are to be captioned, have American Sign Language, and have audio descriptions.**

**Captioned** – Video or film program with subtitles reflecting the content of the spoken or descriptive material.

**Audio Descriptions** – Video or film program with spoken narration interspersed between dialogue reflecting key visual elements, such as the action, settings, facial expressions, costumes, and scene changes.

It is important to note that many existing videos and films may not meet some or all of these effective communication requirements, which can be quite limiting in what may be used for public meetings and events. In consideration of this, departments may wish to consult with the Disability Compliance Office in identifying workaround solutions that could make utilizing some of these materials possible. Some potential workarounds include but are not limited to providing a real-time captioner, an American Sign Language interpreter, and/or an audio describer, upon showing such videos or films. However, if there is ample time prior to the meeting or event, it may be feasible to edit the desired film or video to include some or all of these requirements, which would reduce the need for workarounds.

1. **Transcripts must be provided for all videos used during a meeting or event.**

Ideally, these should be available ahead of time and available in large print.

1. **Speakers will be advised that PowerPoint or other visual presentations must be read out loud at the meeting or event.**

All visual materials (graphics, tables, diagrams, pictures, images, etc.) being used in a presentation at the meeting or event must be verbally described.

Copies of accessible PowerPoint presentations are to be available upon request.

1. **Printed materials are available** **upon request, in alternative formats.**

This generally requires an electronic version of any materials. Large print copies (minimum of 18 point) in san serif font (preferably Arial) are recommended, pre-printed for availability, in addition to any individual and specific requests, such as braille or audio.

1. **Assistive Listening Systems (ALSs) are required in assembly areas, conference rooms and meeting rooms.**

Permanently installed ALSs are required in areas if (1) they accommodate at least 50 persons or if they have audio-amplification systems, and (2) they have fixed seating. If portable ALSs are used for conference or meeting rooms, the system may serve more than one room. An adequate number of electrical outlets or other supplementary wiring necessary to support a portable ALS shall be provided.

**Assistive Listening Systems (ALSs)**  – Sometimes referred to as Assistive Listening Devices (ALDs), ALSs are amplifiers that bring sound directly into the ear. They separate the sounds that a person wants to hear (particularly speech) from background noise. They improve what is known as the speech-to-noise ratio. More specifically for meeting and event applications, they take a signal from a microphone or public address system and send it to a personal amplification system. There are several types of Assistive Listening Systems, each with their own advantages depending upon application.

**Note:** The Board of Supervisors’ Chambers is equipped with an Assistive Listening System.

1. **Each assembly area providing an Assistive Listening System (ALS) shall provide signs informing patrons of the availability of the ALS. The sign shall include wording that states “Assistive Listening System Available” and shall be posted in a prominent place at or near the assembly area entrance. Assistive listening signs shall include the International Symbol of Access for Hearing Loss.**

Where ticket offices or windows are provided, signs shall not be required at each assembly area if signs are displayed at each ticket office or window informing patrons of the availability of an ALS.

Signage of where the user is to obtain any necessary equipment to access the ALS (portable receiver, headphones) should also be posted at the meeting or event site, or ticket office/window. Ideally, this information should be posted alongside the required signage informing patrons of the availability of the ALS.

1. **Strongly Recommended Items/Best Practices**

Proactively planning for and utilizing the following communication aids and services in the absence of specific requests from individual attendees is strongly recommended, particularly with large meetings and events, in anticipation of attendees with need for these aids and services. However, when a specific request is made, an appropriate aid or service must be provided to allow for effective communication for that individual. In determining the appropriate aid or service, consideration should be given to the length and nature of the communication as well as the communication aid(s) normally utilized by the person making the request. State and local governments are required to give primary consideration to the choice aid or service requested by the person with the communication disability. Additional information is available on the ADA website, at the link provided below.

[Communicating Effectively with People with Disabilities | ADA.gov](https://www.ada.gov/topics/effective-communication/)

1. For meetings or events of 100 or more people, Real-Time Captioning should be scheduled.
2. For meetings or events of 500 or more people, two American Sign Language Interpreters should be scheduled.

This is a minimum recommendation; however, departments are encouraged to exceed this recommendation by providing American Sign Language Interpreters for smaller audiences as well. This recommendation is for the provision of sign language interpreters as a proactive measure in anticipation that they will be needed, based upon the expected size of the public audience.

This recommendation is separate from any specific request for the provision of an interpreter as a Reasonable Accommodation, which could be for any of many different types of interpreters. Providing a sign language interpreter upon a request that is made in a reasonable amount of time prior to the meeting or event is required, not recommended, for a public meeting or event that goes beyond a brief interaction that could be effectively accommodated in another manner.

1. For meetings or events lasting longer than one hour, two sign language interpreters should be retained.

This recommendation applies to all types of sign language interpreters being utilized, to allow for relieving one another. Interpreters who work alone continuously beyond one hour are prone to fatigue, which may result in loss of information being effectively communicated. For lengthy presentations or programs, a team of interpreters may be necessary. Appropriate coverage should be discussed with the service provider when making the request.

1. Sign language interpreters will be positioned in good lighting, from a low glare lighting source.

This is necessary and required in the effective use of sign language interpreters. If at any point during the program, the stage is darkened such as to view slides or videos, additional lighting will be necessary to ensure that the interpreter can be seen. This may be accomplished by using a small lamp or spotlight, or by dimming the lights while still providing enough light so the interpreter can be seen.

Event coordinators should facilitate communication between the interpreters and their audience to ensure that positioning and lighting is effective.

1. All meeting materials should be provided to sign language interpreters and Real Time Captioners before the meeting or event.
2. An aural description of all visual materials is available, either through the presenter or through pre-recorded material.
3. Meeting/event materials should be easy to read and understand. The presentation should be paced to allow people with intellectual or cognitive disabilities time to process the material and engage.
4. Meetings should be hybrid and made accessible through speakerphone, Bridge Line (conference line), Zoom, etc.

# Physical Accessibility Checklist

This section of the checklist is designed to ensure that potential meeting sites and event locations comply with **physical accessibility** standards.

## I. Getting to the Meeting or Event

1. **Required Items - Do not consider holding a public meeting or event without these in place**.
2. **An accessible route exists from the street, parking lot, and nearest transit stop, to the meeting or event, and to all meeting or event activities.**

**Accessible Route** – A continuous, unobstructed path connecting all accessible elements and spaces of a building or facility. Interior accessible routes may include but are not limited to corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include but are not limited to parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.

**Accessible Entrance** – Entry door or gate that provides a minimum 32” clear width when opened 90 degrees; threshold is no higher than 1/2" (3/4” may be permitted in existing conditions if beveled); and door is easily opened or has an automatic door opener.

1. **Strongly Recommended Items/Best Practices**
2. All public meetings and events should have signage to direct the public to the meeting or event location. **In the unusual situation in which the main route to the** **meeting or event is not accessible, the accessible route** **with** **directional** **signage must be provided.**

**Directional Signage –** Signage that indicates the direction of the accessible route when the accessible route is not the same as that of the general public.  **The signage may be directional arrows** thatinclude the International Symbol of Accessibility (ISA). Directional signage should be placed at any directional change that is not the same as that of the path of the general public.

## II. Transportation

1. **Required Items - Do not consider holding a public meeting or event without these in place**.
2. **If the meeting or event itself includes transportation, wheelchair accessible vehicles are also available and advertised as available to the public.**
3. **An accessible route is provided from the public transportation stop to the building or facility entrance.**
4. **If parking is provided, accessible parking is available (review required number of car and van accessible spaces).**

**Accessible Parking** – A ratio of parking provided for the exclusive use of people with disabilities, located near the accessible entrance to the facility. Note: temporary accessible spaces can be created using signs and cones or chalk powder lines, provided that the minimum parking space and side access aisle dimensional requirements are met. The Department of General Services as well as Voter Registration and Elections may have availability of equipment/temporary signage that could be borrowed, for events.

The minimum parking ratios required are:

 **Spaces Accessible Spaces**

 1 to 25 One van accessible space

 26 to 50 One auto and one van accessible spaces

 51 to 75 Two auto and one van accessible spaces

 76 to 100 Three auto and one van accessible spaces

 101 to 150 Four auto and one van accessible spaces

 151 to 200 Five auto and one van accessible spaces

 201 to 300 Six auto and one van accessible spaces

 301 to 400 Seven auto and one van accessible spaces

 401 to 500 Seven auto and two van accessible spaces

501 to 1000 2% autos with a minimum of one out of eight or fraction thereof

van accessible

**Accessible Parking Space** – An auto parking space with identification signage that is 9 feet minimum width and 19 feet minimum length with an adjacent 5 feet clear access aisle. The parking space and access aisle shall be level.

**Accessible Van Parking Space** - A van accessible parking space with identification signage that is 9 feet minimum width, 19 feet minimum length with an adjacent 8 feet clear access aisle. The parking space and side access aisle shall be level and have a 98-inch minimum clear height.

1. **If there is a drop-off area for meeting participants, there is an accessible passenger drop-off area (for loading and unloading).**

**Accessible Passenger Drop Off** – A 25-foot-long vehicular passenger drop off area with a 5-foot minimum width adjacent aisle space that is level and 25 feet long.

1. **Strongly Recommended Items/Best Practices**
2. The meeting or event is located close to accessible public transportation.

Although this item is listed as a best practice, it is required that there is a safe and accessible path of travel leading from the transportation stop to the facility entrance. It would be challenging to meet this requirement if not held close to accessible public transportation.

## III. Amenities

1. **Required Items - Do not consider holding a public meeting or event without these in place**.
2. **Accessible toilets are available within 200 feet of the meeting or event’s location.**

**Accessible Toilets** – Toilet rooms that are located on an accessible route and contain accessible features, including 32-inch minimum entry, an interior 60-inch turning space, lavatory with 27-inch minimum knee space, wide toilet compartments with grab bars, and all accessories mounted no higher than 44 inches to the uppermost control.

**Accessible Portable Toilets** **and Sinks** – Toilets and sinks that meet state and federal requirements for wheelchair accessibility. If one unit is to be provided, it must be accessible. When multiple units are provided, a minimum of 10%, but not less than one unit, and not less than one unit per cluster of units, must be accessible. Accessible toilets and sinks shall be located on a level area, along an accessible route, with an accessible surface. Ramps to accessible units shall not exceed 1:12 slope and shall have handrails on both sides and a 60-inch square level landing at the unit door. **Please note: this information is provided for situations in which the general public will be using portable toilets. A portable, accessible toilet is NEVER equivalent access if the general public is using indoor toilets.**

1. **Accessible drinking fountains are available** (if drinking fountains are provided).

**Accessible Drinking Fountain** – Drinking fountain with the bubbler no higher than 36”, with knee clearance underneath that is 27” high x 18” minimum deep, and a level, clear floor area in front of it.

1. **Accessible telephones** **are available** (if telephones are provided).

**Accessible Telephones –** Telephones that are located on an accessible route, mounted at 48” from the floor to the coin slot and have volume controls.

1. **Art displays or exhibits are positioned to provide an accessible route and to not be a hazard to people who are blind or have visual disabilities**.

**Hazards to People Who are Blind or Have Visual Disabilities** – Pedestrian and participant areas shall be clear of objects (including plant branches and public art) which overhang less than 80” from the floor surface, and post-mounted or freestanding objects (including A-Frame signs) that protrude 4” or more, between 27” and 80” above the floor or ground, into circulation areas.

1. **All displays are accessible and on an accessible path of travel.**

**Accessible Exhibit Materials –** Alternative formats or services that provide equivalent exhibit information for people with sensory disabilities in a manner appropriate to the program material. Examples include but are not limited to:

1. Titles of works and narratives using large (minimum 18-point) san serif fonts on a high contrast background
2. Titles of works in braille
3. Recorded audio descriptions of photographs/artwork
4. Tactile replicas of art objects
5. Captioning, American Sign Language, and audio descriptors of video or film presentations
6. Trained staff available to provide descriptions or tours
7. **Equivalent facilitation will be implemented in situations where access is not technically feasible.**
8. **If food or beverages are provided, the service is located on an accessible route. Self-service items are reachable from a seated position, with accessible operating mechanisms, no higher than 48 inches**. (Countertops are 28 – 34 inches high.)

Items should be easy to grab (such as pre-made sandwiches rather than make it yourself), or assistance should be offered. Also, any dietary restrictions should be taken into consideration where possible.

## IV. Seating

1. **Required Items - Do not consider holding a public meeting or event without these in place**.
2. **If seating is provided, wheelchair and companion seating is dispersed in multiple locations (integrated seating), and seating ratio is met.**

**Accessible Seating Location -** Accessible seating must be situated so those individuals who cannot stand can view the meeting or event over seated or standing participants. Seating for people who are deaf must be provided in a location near the stage/presentation area with direct view to the stage/presentation location of sign language interpreters. Seating for people who have low vision must be provided in a location near the stage/presentation area with direct view to the stage, where they can see the presenter or other activities.

**Seating Ratio** – The number of accessible seats in relation to the number of seats provided, as follows:

1 to 25 One seat

26 to 50 Two seats

51 to 300 Four seats

301 to 500 Six seats

Over 500 Six seats, plus one additional seat for each increase of 100

**Wheelchair and Companion Seating** – Seating for wheelchair users and adjacent, shoulder aligned seating for individuals accompanying wheelchair users that is located on the same level as that of the wheelchair user.

1. **Seating is available/reserved for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner, or lip read.**
2. **Signs are provided indicating the accessible seating areas for both wheelchair users and deaf and hard of hearing participants.**
3. **Strongly Recommended Items/Best Practices**
4. Higher seating is available for those who are not easily able to get up from lower/standard elevation chairs.

## V. Meeting or Event Set-Up

1. **Required Items - Do not consider holding a public meeting or event without these in place**.
2. **Meeting or event site must be safe and accessible.**
3. **An emergency evacuation plan must be established for individuals with disabilities.**
4. **Public meetings and events must be held at sites that meet access standards concerning the walking surface.**

**Accessible Surfaces** - Firm, stable and slip resistant surfaces, such as concrete, asphalt, wood, portable flooring, and carpet (under certain conditions, see note below). Grass, dirt, wood chips and sand are not accessible surfaces.

Note: Carpet or carpet tile shall be securely attached and shall have a firm cushion, pad, or backing or no cushion or pad. Carpet or carpet tile shall have a level loop, textured loop, level cut pile, or level cut/uncut pile texture. Pile height shall be ½ inch (*12.7* mm) maximum. Exposed edges of carpet shall be fastened to floor surfaces and shall have trim on the entire length of the exposed edge.

1. **Check the accessibility of transaction points in terms of clear space and elevation during meeting or event planning.**
2. **Fencing or other crowd control barriers are placed in a manner that provides an accessible route.**
3. **If a stage or platform is provided, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift. Always** test the lifts (permanent and portable) and check their service records prior to using.

**Portable Wheelchair Lift** – A lift that is not built into the structure but can be available for a specific event.

1. **If a dais or podium is provided for the public, an accessible dais or podium is also provided.**

**Accessible Podium (Dais)** – A fixed or mobile presenter’s/speaker’s table or podium that is no higher than 34”, on which a microphone and presentation materials can be placed.

1. **Room set-up allows for maneuvering space for wheelchair, scooter and walker users as well as persons with service animals.**
2. **Knee clearance for wheelchair users is considered when selecting tables for meetings/events.**

**Accessible Table** – A table providing a minimum of 27” high, 30” wide, and 19” deep unobstructed knee space, with the tabletop no higher than 34”.

## VI. General/Overall Considerations

1. **Required Items - Do not consider holding a public meeting or event without these in place**.
2. **Service animals must be allowed.** Everyone with disabilities must have equal access to all County programs and services. This includes people who use service animals. Additionally, support animals may be allowed as a Reasonable Accommodation. Upon receiving a request for Reasonable Accommodation, we must engage in a good faith interactive process. The Disability Compliance Office will provide assistance with addressing accommodation requests from the public as needed.

# Resources

## Sacramento County Disability Compliance Office

**For additional information, or to receive a copy of this document in an alternate format, please contact us:**

Disability Compliance Office

Department of Personnel Services

9310 Tech Center Drive

Sacramento, CA 95826

Phone: (916) 874-7642

CA Relay Service 711

Fax: (916) 874-7132

Email: dco@saccounty.gov

## Helpful Links

[Disability Access (ADA) Resources for County Employees Serving the Public (saccounty.gov)](https://insidepersonnelservices.saccounty.gov/DisabilityCompliance/Pages/Compliance-with-Public-Access-Requirements.aspx)

[Accessible Public Meetings - CA Department of Rehabilitation](https://www.dor.ca.gov/Home/PlanningAccessibleMeetings#Selecting%20An%20Accessible%20Meeting%20Location)

[Communicating Effectively with People with Disabilities | ADA.gov](https://www.ada.gov/topics/effective-communication/)

[Large Print Guidelines | American Council of the Blind](https://www.acb.org/large-print-guidelines)

## Additional Resources from Other Entities

City of Philadelphia Events and Meetings Policy

[ADA\_events\_policy.pdf (phila.gov)](https://www.phila.gov/media/20191021141704/ADA_events_policy.pdf)

City of Philadelphia Website and Accessible Virtual Meetings/Events Policy

(Accessible Document Resources, last page of this document)

[ADA-Website-and-Virtual-Events-Policy-October-2020.pdf (phila.gov)](https://www.phila.gov/media/20201015190307/ADA-Website-and-Virtual-Events-Policy-October-2020.pdf)

Disability Civic Engagement Guide – Able South Carolina

[SEADA-Civic-Engagement-Guide-Design\_Accessible.pdf (able-sc.org)](https://www.able-sc.org/wp-content/uploads/2021/10/SEADA-Civic-Engagement-Guide-Design_Accessible.pdf)

## Credits

Original checklists provided courtesy of the City and County of San Francisco, Mayor’s Office on Disability, and the County of Marin, Disability Access Program. Great thanks for allowing their use and adaptation by the County of Sacramento.

# APPENDIX

## Sample Accessible Meeting/Event Notices

### **Standard Version**

**Accessible Meeting Information**

 [Site] is accessible to persons using wheelchairs and others with disabilities. Assistive listening devices are available, and meetings are audio described and open-captioned. Agendas are available in large print. Materials in alternative formats, American Sign Language interpreters, and other accommodations will be made available upon request. Please make your request for alternative format or other accommodations, to [Name, Phone, Email]. Providing at least three (3) business days’ advance notice prior to the meeting will help to ensure availability. Requests should be made as soon as possible prior to the meeting, as some accommodations take longer to provide. Late requests will be considered and attempted where feasible.

 (Enter information regarding public transportation, bus and light rail routes, accessible parking, accessible curbside parking, etc., here.)

 In order to assist the County’s efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the County to accommodate these individuals.

For inquiries or requests for accommodations, please call (V), or 711 (TTY).

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### **Shorter Version**

**Disability Access**

[Site] is accessible to persons using wheelchairs and others with disabilities. Informational materials will be available in large print. Assistive listening devices, materials in other alternative formats, American Sign Language interpreters and other accommodations will be made available upon request. Please contact [Name, Phone, Email]. Providing at least three (3) business days’ advance notice will help to ensure availability.

In order to assist the County’s efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based scented products. Please help the County to accommodate these individuals.

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### **Flyer/Limited Space Version**

**Disability Access**

[Site] is wheelchair accessible. Assistive listening devices and any other provided accommodations, such as materials in large print, will be available at the meeting (name the specific items that will be readily available to attendees without making a prior request). To request real time captioning, a sign language interpreter or other accommodations for a disability, please contact [Name, Phone, Email]. Providing at least three (3) business days’ advance notice will help to ensure availability.