

## Examples of Workplace Accommodations

Some employees may benefit from physical changes to the workplace; others may benefit from a re-structuring of their schedule. Here is a list of visual, communication-based, environmental and structural support options that may help your employees.

### Visual Supports:



- Use real photos as often as possible.
- Use visuals to show progress toward goals or metrics.
- Keep any process steps simple, achievable and straight to the point.
- Offer checklists.



- Include visuals throughout the workplace, across physical and virtual settings.
- If the visual is intended to help one employee in particular, make sure it meets that goal. But also see if you can generalize it so everyone can use it.



- Include slideshows in meetings to improve clarity and understanding.
- Use bulletin boards, dry-erase boards, or other visuals that employees can return to as needed.

### Language and Interpersonal Communication Supports:



- Hold daily huddles to keep everyone on the team aligned and focused on goals.
- Provide mentors for each area of work.
- Offer interpreters and job coaches.



- Keep background noise to a minimum.
- Give people ample time to respond. For example, when asking a question, allow a period of silence while you wait for an answer.



- Prepare employees for meetings and conversations by offering written agendas and setting expectations ahead of time.

## Environmental Supports:

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- Offer ergonomic workstations, including the flexibility to sit or stand as needed.
- Provide padding on the floor for employees who need to stand frequently.
- Make sure the lighting is bright enough to do work, and install shades so it's not too distracting.



- Offer earplugs or headphones.
- Provide ramps and accessible bathrooms.



- Offer remote work as an option.
  - Post safety signs in the workplace, including handwashing diagrams in the bathrooms.
  - Repeat information from those signs via email or text, so every employee can access it.
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## Structural Support:

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- Offer flexibility in break times. For example, give employees the option to turn a 15-minute break into three five-minute breaks.
- Show employees the goals and metrics, but also give examples of how to achieve them.



- Visually demonstrate beginnings and endings for meetings and processes.
- Provide daily schedules, and/or ideas about how to effectively structure open work time to be more productive.



- Offer trainings and other important information in multiple formats, such as video, text-based, in-person meetings, etc.
  - Make sure all formats are accessible. For example, videos should have transcripts.
  - When holding trainings, check for understanding by making sure the employee has
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 **Adapted from: [30 examples of workplace accommodations you can put into practice – Understood](#)**