



<https://us06web.zoom.us/j/86831512168?pwd=9jgKCsdJoaW4zDRsUncxCAo9QGEFNe.1>

Meeting ID: 868 3151 2168
Passcode: 641842
Virtual via Microsoft Teams

August Public Meeting
Facilitator: Melody Mackin
Notetaker: Ann Miller

AGENDA		
5:00 pm	Language Accessibility	Melody
5 min	Land Acknowledgement	Mia
2 min	Attendance (<i>place name, pronouns, where from and organization you are representing in the chat</i>) optional unless speaking during the meeting. Share email addresses with us if you want periodic emails and updates.	
4 min	Welcome and introductions	Melody
2 min	Meeting agreements review	Melody
5 min	Voting on draft minutes from June meeting (July 2 nd & July 3 rd)	VOTE
5 min	Budget Criteria for Expenditures	Faith
5 min	TRC Team Update	Faith
5 min	Commissioner Deliberation Update	Mia
5 min	Committee Member Update	Melody
Old Business		
5 min	In person and Virtual Accessibility Protocol (Commissioners Vote -Part I updated)	Mia
New Business		
10 min	Part II of the Accessibility Protocol & Safety Protocol	Melody
10 min	Intern and Legal Meeting Update	Michele
	Announcements	Faith
	Public comments (<i>limit of 2 minutes per person</i>)	
6:00 pm	Adjourn	

All meeting materials, when available, can be found on the Truth and Reconciliation Commission webpage <https://vtrc.vermont.gov>.

Meetings will be transcribed, and minutes will be posted in a timely manner.
To request language translation, including American Sign Language, please contact us at VTRC@vermont.gov.
Please contact us 72 hours in advance if you need these services for meetings.



Accessibility and Safety Checklist - Draft

Purpose

The Vermont Truth and Reconciliation Commission (VTRC) believes that a person's ability to fully participate in matters that affect them is a human right. In this spirit, VTRC has created and will continue to revise accessibility protocols that ensure Vermonters full access.

The VTRC is committed to creating equitable and accessible in-person activities and virtual events. The VTRC is taking guidance from State disability organizations and local activists that shape and advocate for accessible protocols and practices.

Disclaimer

Effort has been made to avoid complex language and maintain people-first language. Terms used are meant to reflect the variedness of humans. Like other entities of the State, the VTRC aims to make all aspects of its charge inclusive and reflective of human diversity.

Contact

The VTRC recognizes that disabilities might take a range of forms, including intellectual, mental or physical. Please contact the VTRC team at VTRC@vermont.gov to request accessible services for in-person or virtual meetings or events.

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In-Person Checklist

*In-Person events will include **hybrid** option when possible. The checklist below includes a hybrid process.

Prep Work Planning

Learn the accessibility needs (including language interpretation and translation) ahead of time by contacting invitees through social media and email through VTRC’s listserv. Write a message that conveys intention, such as “We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To be respectful of those with allergies and environmental sensitivities, we ask that you please refrain from wearing strong fragrances. To request an accommodation or for inquiries about accessibility, please contact (name, email, phone).” (Cornell University, <http://www.hr.cornell.edu/>)

Alternative Option: Write an email with the following RSVP:

“I will need the following accommodations in order to participate:

- Assistive listening device
- Captioning
- Reserved front row seat
- Large print
- Braille
- Advance copy of slides and on-site hardcopies to be projected
- Fidget Space/Low-Sensory Space
- Wheelchair access
- Wheelchair access to working tables throughout room
- Scent-free room
- Lactation room
- Food Restrictions. Specify restrictions: _____
- Audio to text option
- Pacing
- High contrast illustration
- *Language translation (including ASL). Specify language: _____
- **Language interpreter. Specify language: _____
- Hybrid option (attend remotely)
- Other: _____

*Definition = language translation is the written word.

**Definition = language interpretation is spoken word.

- ✓ Inform public about accessibility services that will be available and how to request other services
- ✓ Follow-up with requests and offer alternative methods of involvement if requests cannot be achieved
- ✓ Create email and social media post to request that participants **minimize fragrance use** and **bring masks**. VTRC’s protocol for in-person events includes the use of masks to reduce the spread of infectious diseases
- ✓ Inform speakers of accessibility procedures, including receiving power-points and other documents ahead of time to share with the public; verbally describe visual material; make material on screen readable from a distance; microphone use; activate captions; create breaks every hour; create distance between groups for smaller conversations

Before Event

Instructions: Write or type an “x” beside the action (left column) after the action has been completed.

Material

“x” Actions

	Pledge – Provide document and accountability statement
	Health Safety - check for HEPA filters, masks, hand sanitization
	Food - create signs for available food options available (indicate allergens, gluten free, vegan, nut-free)
	Make Accessibility Tool Kit - communication cards, *assistive technology, make forms/documents in large print and braille, signs to direct the public into primary space and low sensory/rest spaces
	QR Codes – add code to publications and documents with announcements in advance. Add descriptions for visual cues.
	Accessibility One-Sheet – make document about available accessibility options available at the event (VTRC Language Accessibility and Interpretation Protocol)
	Share Information to Public in Advance -

	<ul style="list-style-type: none"> • Provide transcripts and presentation material, including power-points, in advance of meeting when possible and when applicable • Accessibility One-Sheet
	Translation Option – Check 7 Step Language Translation if translation of written documents is requested
	Reduce Sensory Input - create signs for laptop/digital device use (back of the room) and low sensory/rest spaces
	<p>Presentations - make presentations accessible using Power-Point and Word Accessible Guidelines.</p> <ul style="list-style-type: none"> • Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Communication recommendations. Adjustment for readability, write out numbers between zero and nine.
	Communication Notification Systems – decide on a method to communicate text, vibrations, low light flicker, etc.
	<p>Zoom – if hybrid, check Zoom’s Accessibility practices https://zoom.us/accessibility, follow Virtual Protocol, and VTRC Language Accessibility Protocol. Acquire hybrid technology for Zoom video communication</p> <ul style="list-style-type: none"> • Staff or volunteer dedicated to hybrid participation
	<p>Safety - Verify Safety Protocol</p> <ul style="list-style-type: none"> • Create Safety Resource Document (resources at event and contacts for post event)
	Information Sharing - make sure VTRC Team is aware of accessibility protocols for event
	Feedback - create feedback forms to improve accessibility. Use paper and digital forms

* Assistive Technology examples:

- Screen readers
- Ipads with word enhancement, dictation, and language interpretation
- Noise cancelation headphones
- Hearing Loop system
- Microphones that can roam and amplifiers (if room is conference size)

Venue Check

“x” Actions

	Verify Locations Hybrid Compatibility
	Check Venue’s Accessibility - close bus stop
	Check Handicap Parking and Entrance Venue’s Accessibility
	Check Primary Space’s Accessibility - <ul style="list-style-type: none"> • entrance/exit for wheelchairs and other assistive devices • elevator • **bathrooms • movability within room (cords or cables along the parameter of a room or taped down) • accessible outlets • signs for laptops, ipads, etc. use at the back of the room • paths without obstructions
	Check Presentation Needs - <ul style="list-style-type: none"> • Internet • Technology • Projector and Screen. Screen accessible from any angle
	Check Lighting <ul style="list-style-type: none"> • venue’s dimmable lighting capability • lit spaces for ASL interpreters
	Check Accessible Tables and Chairs (seating for all body types)
	Check Entrance Tables (for placing material)
	Check Low/No Sensory and Rest Rooms
	Create an Accessibility Map - include gender inclusive bathrooms
	Check Service Animals Accessibility - close proximity to outside and water

**Gender Inclusive Accessible Bathrooms.

Note: In the event Porta Potties are needed, we’d made contact with [Porta Potty Rentals in Vermont | Portable Restrooms \(portapottyrentalvt.com\)](http://Porta Potty Rentals in Vermont | Portable Restrooms (portapottyrentalvt.com) Admin: Judy at x643) Admin: Judy at x643

-one unit/50 people

-\$295/unit

At Event

“x” Actions

	Accessibility Coordinator - Inform public of the Accessibility Coordinator
	Signs - Hang signs to direct public (into primary space and low sensory/rest spaces)
	At Entrances - Place accessible maps, assistive technology, one-sheets, masks and hand sanitizers at entrance of all rooms.
	Clear Entrances – Ensure there is easy of entry and exiting
	Reserved Seating – Identify seats at the front for ASL interpreter and audience members who communicate with ASL.
	Announce Speaker - Always announce self before speaking
	Descriptions - Provide brief visual descriptors first time speaking
	Clarity and Pace - Verify that speakers will speak clearly and slowly
	Presentation Closed Captions - Use power-point live (closed caption)
	Apply Plain Language - Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Communication recommendations
	Summarization - Repeat take-aways
	Repetition - Repeat questions and answers from self and audience
	Reduce Distractions - If hybrid, clear background and mute participants not speaking
	Content Warnings - Offer Content Warnings to minimize triggers/activation
	Accessibility One-Sheet – make document about available accessibility options available event (VTRC Language Accessibility and Interpretation Protocol)
	Review Safety Measures and Available Resources – if appropriate discuss Care Team role and how to identify them (Care Team is a term used by Education Justice Coalition of Vermont)
	Safety – Apply Virtual Safety Protocol <ul style="list-style-type: none"> • Make Safety Resource Document (resources at event and contacts for post event) available

	Pledge – Provide document and accountability statement
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After Event

“x” Actions

	Feedback - Distribute feedback forms to learn better ways to make events accessible. (paper and digital)
	Wrap-Up - Remove signs, cords, and equipment after the public has left
	Keep Organized - Pack Accessibility Took Kit
	Check-In – Offer a debrief or check-in with Presenters, Interpreters, Safety Volunteers, and Impacted Communities

Helpful Links

- [Accessibility by Disability \(sharepoint.com\)](http://sharepoint.com)
- [Accessible Events and Meetings Handout.pdf \(adobe.com\)](http://adobe.com)
- [Accessible Meetings.pdf \(adobe.com\)](http://adobe.com)
- [Plain-Language-Checklist.pdf \(selfadvocacyinfo.org\)](http://selfadvocacyinfo.org)
- Language Interpretation - Vancro and Language Link

Work Cited List

-
- Cornell University, <http://www.hr.cornell.edu/>
- Heath Hicks, Agency of Human Services (3/2024) [Minimum Accessibility Requirements \(sharepoint.com\)](http://sharepoint.com)
- [Accessible Meeting and Event Checklist \(cornell.edu\)](http://cornell.edu)
- Green Mountain Self-Advocates ~ 2019 ~ www.gmsavt.org

Virtual Checklist

Prep Work Planning

Learn the accessibility needs (including language interpretation and translation) ahead of time by contacting invitees through social media and email through VTRC's listserv. Write a message that conveys intention. (Cornell University, <http://www.hr.cornell.edu/>)

Alternative Option: Write an email with the following RSVP:

"I will need the following accommodations in order to participate:

- Captioning
- Advance copy of slides and other shared materials
- High contrast illustration
- *Language translation (including ASL). Specify language: _____
- **Language interpreter. Specify language: _____
- Other: _____

*Definition = language translation is the written word.

**Definition = language interpretation is spoken word.

Inform public about accessibility services that will be available and how to request other services

Follow-up with requests and offer alternative methods of involvement if requests cannot be achieved

Inform speakers of accessibility procedures, including receiving power-points and other documents ahead of time to share with the public; verbally describe visual material; activate

captions; create breaks every hour; create break-out rooms for breaks or for small-group conversations

Before Event

“x” Actions

	Pledge – Provide document and accountability statement
	<p>Check Zoom Accessibility Protocol – https://zoom.us/accessibility and VTRC Language Accessibility and Interpretation Protocol</p> <ul style="list-style-type: none"> • Avoid Closed Caption as a replacement of ASL. The English language in written form is not the same as ASL • Alternative to Closed Caption – contract with White Coat Captioning if necessary.
	Check Language Interpretation Needs - when possible, request language interpretation needs and use Zoom Interpretation tool
	Recording and Transcription – check recording and transcription capability
	Speech to Caption - Ensure speaking and written captions are synchronized
	Device Check - Verify that Closed Captions, or alternative to CC, can work on tablets, iPhones, computers, etc.
	<p>Accessibility Check - Check accessibility with checker for Power-Points and Microsoft Word</p> <ul style="list-style-type: none"> • Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Communication recommendations. Adjust for readability like screen-readers and write out numbers between zero and nine.
	Accessibility One-Sheet – check document about accessibility options available event (VTRC Language Accessibility and Interpretation Protocol)
	Translation Option – Check 7 Step Language Translation if translation of written documents is requested

	Signs - Accessible Signage Icons – use when accommodation is available
	Colors – Create docs for high contrast colors on screen
	Speech – Prep to use concise, active, and direct language
	Consistency – Create docs to use same font (Sans), color (High Contrast), size (12 +)
	Cultural Awareness – Prep for cultural sensitivity regarding colloquial terms, imagery, and euphemisms
	Videos - Video clips need a written summary when applicable
	Share Information to Public in Advance - <ul style="list-style-type: none"> • Provide transcripts and presentation material in advance of meeting when possible and when applicable • Accessibility One-Sheet
	Reduce Sensory Input – Check for Blur Background
	Safety - Verify Virtual Safety Protocol <ul style="list-style-type: none"> • Create Safety Resource Document (resources at event and contacts for post event)
	Information Sharing - make sure VTRC Team is aware of accessibility protocols for event
	Feedback - create feedback forms to improve accessibility. Use paper and digital forms

At Event

“x” Actions

	Pledge – Provide document and accountability statement
	Zoom Accessibility Protocol – https://zoom.us/accessibility and use VTRC Language Accessibility and Interpretation Protocol
	Recording and Transcription – when possible, record and transcribe events
	Plain Language - Use Plain Language Protocol from Green Mountain Advocates and Neuroinclusive Communication recommendations. Adjustment for readability, write out numbers between zero and nine.
	Signs - Accessible Signage Icons – use when accommodation is available
	Descriptions - Provide brief visual descriptors first time speaking
	Announce Self – Say your name each time speaker changes

	High Contrast Colors – use high contrast colors on screen
	Speech - use concise, active, and direct language
	Consistency - use same font (Sans), color (High Contrast), size (12 +)
	Viewing – magnify content on screen if possible
	Cultural Awareness – Apply cultural sensitivity
	Videos – Apply written summary when applicable
	Reduce Sensory Input – Blur Background
	Safety – Apply Virtual Safety Protocol <ul style="list-style-type: none"> • Make Safety Resource Document (resources at event and contacts for post event) available

After Event

“x” Actions

	Feedback - Distribute feedback forms to learn better ways to make events accessible. (paper and digital)
	Check-In – Offer a debrief or check-in with Presenters, Interpreters, Safety Volunteers, and Impacted Communities

Helpful Links

- [Accessibility by Disability \(sharepoint.com\)](https://sharepoint.com)
- [Accessible Events and Meetings Handout.pdf \(adobe.com\)](https://adobe.com)
- [Accessible Meetings.pdf \(adobe.com\)](https://adobe.com)
- [Plain-Language-Checklist.pdf \(selfadvocacyinfo.org\)](https://selfadvocacyinfo.org)
- Language Interpretation - [Vancro](#) and [Language Link](#)
- Digital Accessibility: Communication and Marketing
 - [Minimum Accessibility Requirements \(sharepoint.com\)](https://sharepoint.com)
 - <https://youtu.be/uAz4jVx9bjk>

Work Cited List

- Cornell University, <http://www.hr.cornell.edu/>

- Heath Hicks, Agency of Human Services (3/2024) [Minimum Accessibility Requirements \(sharepoint.com\)](#)
- [Accessible Meeting and Event Checklist \(cornell.edu\)](#)
- Green Mountain Self-Advocates ~ 2019 ~ www.gmsavt.org

Virtual Safety Checklist

Important Numbers

Ann Miller, Executive Assistant	802-261-7387
Faith Yacubian, Executive Director	802-261-7386

Before Event

“x” Actions

	Zoom Registration – Require registration for documentation purposes
	Breakout Rooms – Create breakout rooms to offer healing space. Assign invitees a room but do not open rooms until it is needed
	Accessibility – If applicable, check ASL and other interpretation contacts are invited
	Private Chat – Remind the public that “private chat” is recorded on transcripts
	<p>Care Team – Determine if a Care Team is needed and Protocol of Care Team (if needed, create a document that describes some details about them and make it available at event).</p> <ul style="list-style-type: none"> • Protocol – The Care Team will be comprised of cultural brokers, spiritual healers, restorative counselors, mental health professionals, etc. or well-trained volunteers who are equipped with culturally-relevant mental health support and de-escalation tactics.
	Victim Services Directory – VTRC One-sheet of services

	Apply Individual Personal Safety Plan and Follow-Up – If possible, send an email in advance that requests safety needs. See Appendix 1. Draft – Individual Safety Plan Purpose (Michele Olvera, Esq.)
	Safety Personnel – Determine needs for and contract with safety/security officials. Ex: Chocolate Thunder

At Event

“x” Actions

	Pledge and/or Agreement – State VTRC standards of conduct and culture of humility
	Breach of Civility – Share actions that will be taken to reduce harm, including warnings and removal
	Introduce Care Team Members and Role – Explain their function and how you can reach them during the event.
	Breakout Rooms – Explain use of breakout rooms and when they will be used, such as when a violation of our agreement has occurred and assessing harm and creating healing space are important
	Accessibility – If applicable, discuss how to access ASL and other interpreters on Zoom
	<p>Communication – Use plain language to reduce confusion/misunderstanding. Avoid command statements</p> <ul style="list-style-type: none"> • Ex: “Keep both feet on the floor while doing this breathing exercise,” can be written, “If it’s more comfortable, you can keep both feet on the floor while doing this breathing exercise.”) - National Center on Domestic Violence, Trauma & Mental Health - Writing Guide • Ex: “FAILURE to respond by ...” feels intimidating, but “You have the right to request or disagree with the determination....”” Victims of Crime Act (VOCA) - Tip Sheet
	Safety Personnel – Place safety/security staff at entrances/exits.

After Event

“x” Actions

	Debrief (if applicable) – Check-in with Presenters, Interpreters and Impacted Communities, Care Team, and safety personnel
	Send Survey – Ask participants to fill-out survey (make available in hardcopy and electronical formats) to assist with improving events.

Helpful Resource

- Outright VT [LGBTQ+ Youth Support and Empowerment – Outright Vermont \(outrightvt.org\)](http://outrightvt.org)
- Kristen Cameron, MPA, Vermont Department of Health; HealthVermont.gov
- [Trauma-informed Design Resources](#)
- Vermont Victim Service Directory (see PDF)

In-Person Safety Checklist

Important Numbers:

Ann Miller, Executive Assistant	802-261-7387
Faith Yacubian, Executive Director	802-261-7386

Before Event

“x” Actions

	Accessibility – If applicable, check that ASL and other interpretation contacts are invited.
	Infectious Disease Mitigation - <ul style="list-style-type: none"> • When possible, reduce in-person events to mitigate the spread of infectious diseases. • Check material inventory (masks, hand sanitizers, HEPA Filer)

	<ul style="list-style-type: none"> Announce Protocol - The VTRC Team and public are asked to wear masks in enclosed spaces during public, in-person events to help mitigate the spread of infectious diseases and illnesses, like COVID-19. This protocol recognizes personal choice and health factors that inform the use of masks. We ask those who are sick and/or contagious to attend virtually.
	Hire Chocolate Thunder as Safety Personnel – Follow contracts/agreements
	<p>Care Team – Determine if a Care Team is needed and Protocol of Care Team (if needed, create a document that describes some details about them and make it available at event).</p> <ul style="list-style-type: none"> Protocol – The Care Team will be comprised of cultural brokers, spiritual healers, restorative counselors, mental health professionals, etc. or well-trained volunteers who are equipped with culturally-relevant mental health support and de-escalation tactics. (ex: The Root Social Justice Center)
	Victim Services Directory – One-sheet of services
	Head-Sets – Purchase heads-sets for <u>Event Team</u> and provide protocol/use one-sheet
	Protocol for Imminent Threat – Apply Protocol, for example: moving to virtual platform.
	Check First Aid Kits – Purchase more supplies if inventory is low.
	Extreme Weather Conditions – Assess safety and, if necessary, implement Protocol for Imminent Threat.
	Apply Individual Personal Safety Plan and Follow-Up – If possible, send an email in advance that requests safety needs. See Appendix 1. Draft – Individual Safety Plan Purpose (Michele Olvera, Esq.)

At Event

“x” Actions

	Pledge and/or Agreement – State VTRC standards of conduct and culture of humility
	Breach of Civility – Share actions that will be taken to reduce harm, including warnings and removal
	<p>Infectious Disease Mitigation -</p> <ul style="list-style-type: none"> When possible, reduce in-person events to mitigate the spread of infectious diseases. Make masks, hand sanitizers, HEPA Filer available

	<ul style="list-style-type: none"> Announce Protocol - The VTRC Team and public are asked to wear masks in enclosed spaces during public, in-person events to help mitigate the spread of infectious diseases and illnesses, like COVID-19. This protocol recognizes personal choice and health factors that inform the use of masks. We ask those who are sick and/or contagious to attend virtually.
	Introduce Care Team Members and Role – Explain their function and how you can reach them during the event
	Lock Doors (if appropriate and does not limit egress) - To reduce non-invitees from causing safety threats
	Position Safety Personnel at Entrances/Exists and Inside Main Room
	Accessibility – If applicable, discuss how to access ASL and other interpreters on Zoom
	<p>Communication – Use plain language to reduce confusion/misunderstanding. Avoid command statements</p> <ul style="list-style-type: none"> Ex: “Keep both feet on the floor while doing this breathing exercise,” can be written, “If it’s more comfortable, you can keep both feet on the floor while doing this breathing exercise.”) - National Center on Domestic Violence, Trauma & Mental Health - Writing Guide Ex: “FAILURE to respond by ...” feels intimidating, but “You have the right to request or disagree with the determination....”” Victims of Crime Act (VOCA) - Tip Sheet

After Event

“x” Actions

	Debrief (if applicable) – Check-in with Presenters, Interpreters and Impacted Communities
	Send Survey – Ask participants to fill-out survey (make available in hardcopy and electronical formats) to assist with improving events.

Helpful Resource

- Outright VT [LGBTQ+ Youth Support and Empowerment – Outright Vermont \(outrightvt.org\)](https://outrightvt.org)
- Kristen Cameron, MPA, Vermont Department of Health; HealthVermont.gov
- [Trauma-informed Design Resources](#)
- Vermont Victim Service Directory (see PDF)

Appendix 1. Draft – Individual Safety Plan Purpose (Michele, Olvera, Esq.)

An individualized safety plan for our purposes is a unique plan that addresses whatever that individual is contending with or might need to contend with if they participate in any public forum or other event with the Commission. The first step is for the person to identify the risk and also what they have as a goal related to their participation in the event. It's important for them to guide the plan. For example, if there is an individual that may attend the event that they do not want to have any opportunity to speak to them perhaps pre-planned seating will work or perhaps they need a dedicated person to watch the individual's location at all times. It is also possible we could prearrange with the individual who is the threat to follow a certain protocol. In other words, we can all brainstorm a solution but the person whose plan it is must be comfortable with it or else it is not a safety plan. There are many different reasons for a person to feel unsafe and we cannot name them or judge them. Too many for us to even try to name them all here. Our goal is for everyone to feel safe and free to participate in the Commission's event fully, peacefully, and freely.

Plain Language Checklist

“x” Actions

	Grade Level – Use everyday words; 6 th – 8 th grade level
	Pronouns – Use you and other pronouns
	Active Voice – Use an Active voice, not passive (ex: “Wash fruit. Then, cut and peel them.” Passive voice = “Fruits should be washed before they are cut and peeled.”)
	Direct Speech - Avoid metaphors, imagery, and acronyms
	Tone – Use positive tone; inflection
	Pace and Patience - Take the time necessary to ensure clear understanding and give time to put the thoughts into words, especially when responding to a question
	Concise - Keep it concise, simple, and main point at the start. Repeat when necessary
	Directions – Avoid directional terms, like east-west
	Sentences - Short sentences and paragraphs; avoid sentences with comas or semicolons
	Questions - When asking questions, phrase them to get accurate information. Verify responses by repeating each question in a different way
	Design - Easy-to-follow design features (lists, headers, tables)
	Visuals – Offer visuals to accompany directions, procedures, or learning
	Limit Text – Reduce wordiness; consider bullet-points with only necessary details

	Write “Decorative” - If an image does not have substantive information
	Electronic Versions – Send to participants prior to event (PDF & PowerPoint)
	Instruction – Give direct instruction. Ex: "Be back from lunch at 12:30," not "Be back in 30 minutes". Avoid giving multiple instructions at one time

Work Cited

- Kirsten Murphy (VT Developmental Disability Council)
- [document-accessibility-basics.pptx \(sharepoint.com\)](#)

Word & PDF Checklist

“x” Actions

	Plain Language – Limit the use of jargon, abbreviations, acronyms, and technical language when possible.
	Contractions – Avoid break words, like “can’t”. Write-out the word, like “cannot”
	Color as an Indicator - Color cannot be the only indication of information. Ex: "The red text identifies tasks that have not been completed.
	High Contrast - Use high color contrast text colors like dark grey on white
	Font – Use Sans Pro or Arial and Size 12+ (update your default settings)
	Columns and Margins – Reduce use of columns, unless in tables. Use wide or normal margins.
	Charts and Graphs - Describe charts or graphs in one or two sentences; add trends or relevant information in the visual
	Content – Avoid cramming information into a single page
	Subject Line - Add a descriptive subject (ex: “Welcome Email to Committee Members”)
	Background - Don't use background patterns. (Adjust windows view settings to adjust color display.)
	Font Emphasis – Avoid all Caps, Italics, Bolded small text, and underlining

	Text-to-Speech – When possible, use text-to-speech
	Visuals – Limit emojis and always use Alt Text or detailed captions
	Images – Place images in line with text. Shapes must have alternate text or detailed photo captions. Mark images as “decorative” if they don’t offer substantive information or if the information is already conveyed in the body of the document
	Lists – Use lists or bullet-points to organize information
	Tables – If you use tables, use styles, headers, and alternat text. Use built-in headers
	Descriptive Links – Links should be the title/descriptive of the link. Avoid “click here”. www.examplelink.com . Example of descriptive link: Microsoft Create Accessible Links Video here”
	Styles – Use headings and subheadings
	Use the Microsoft and PDF Accessibility Checker
	Files - File names should reflect the document <ol style="list-style-type: none"> 1. Use lower-case letters and dashes, such as “document-accessibility-checklist” 2. Avoid dates in the file name or “draft” unless it’s the title of a report, such as 2020 Report on Health Differences
	PDF Conversion – for Adobe Acrobat Pro DC use “Create PDF” <ol style="list-style-type: none"> 1. For Adobe Reader use “Save as Adobe PDF” 2. Avoid “Print to PDF” and “Save As” by using PDF extension

Work Cited

- [SOV – Inclusion and Accessibility](#)

Resource

- [Video: Check the accessibility of your document - Microsoft Support](#)

Social Media Checklist

“x” Actions

	Plain Language - Use Plain Language Protocol from Green Mountain Advocates. Adjustment for readability, write numbers between zero and nine (Ex: Five, not 5)
	Capitalization – Only capitalize first word in a sentence and titles
	Headers – Apply headers to break-up text and sections.
	Contractions – Avoid break words, like “can’t”. Write-out the word, like “cannot”
	Camel Case – Use multiword hashtags, such as iPhone or #BlackLivesMatter
	Descriptive Links – avoid vague terms like “click here”, “this”, “link”, etc.
	Visuals – limit emojis and always use Alt Text or detailed captions
	Contact Information – make phone number and email available on the account page for the public to access VTRC
	QR Codes – Create QR Codes that direct the public to events, sign-ups, website, etc. Add description underneath code to indicate where the QR code will direct user.
	Charts and Graphs – Describe them in one or two sentences with trends or relevant information

	Videos – Add descriptions and provide descriptive audios
	Write “Decorative” - If an image does not have substantive information
	Interpretation or Translation – use ASL and other translated versions to increase reach
	Multi-Channels – Create easy access threads, daily email digests, or social media widgets to website
	Support Services – Add contact of supportive staff and post accommodations

Helpful Links

- [Minimum Accessibility Requirements \(sharepoint.com\)](#)
- [Accessibility by Disability](#)

Power-Point Checklist

*In addition to Social Media recommendations

“x” Actions

	Color as an Indicator - Color cannot be the only indication of information. Ex: "The red text identifies tasks that have not been completed.
	Headers – Apply headers to break-up text and sections.
	Contractions – Avoid break words, like “can’t”. Write-out the word, like “cannot”
	Slides and Written Word Color - Use high contrast color schemes. Link: WebAIM Contrast Checker . Avoid white writing when possible. It causes fuzziness, or halation. It’s difficult to read for folx with astigmatism.
	Font Size – Use a large (size 24 or greater), clear, Sans Serif font such as Sans Pro, Arial, or Calibri.
	Font Emphasis – Avoid all Caps, Italics, Bolded small text, and underlining
	Animation - Avoid excess animation. Avoid use of it if you can.
	Use the Accessibility Checker and Immersive Reader in PowerPoint
	Limit Text – reduce wordiness; consider bullet-points with only necessary details
	Write “Decorative” - If an image does not have substantive information
	Electronic Versions – Send to participants prior to event (PDF & PowerPoint)

Resources

- Department of Health - [document-accessibility-basics.pptx \(sharepoint.com\)](#)
- Accessibility Checklist - [Document Accessibility Checklist \(vermont.gov\)](#)

Work Cited

- Video for Accessible PDFs: <https://youtu.be/DUPHWF2ZPPg>
- [Accessibility tools for PowerPoint - Microsoft Support](#)

Email Checklist

*In addition to Social Media recommendations

“x” Actions

	Plain Language – Limit the use of jargon, abbreviations, acronyms, and technical language when possible.
	HTML – Use HTML when possible (see “Email Messaging Using”)
	Color as an Indicator - Color cannot be the only indication of information. Ex: "The red text identifies tasks that have not been completed.
	Contractions – Avoid break words, like “can’t”. Write-out the word, like “cannot”
	High Contrast - Use high color contrast text colors like dark grey on white
	Font – Use Sans Pro or Arial and Size 12+ (update your default settings)
	Text – Avoid all caps, italics, and underlines (except links)
	Subject Line - Add a descriptive subject (ex: “Welcome Email to Committee Members”)
	Background – Avoid using background patterns. (Adjust windows view settings to adjust color display)
	Font Emphasis – Avoid all Caps, Italics, Bolded small text, and underlining
	Text Walls - Avoid large text/wordiness, use bullet points or lists, and headings
	Visuals – limit emojis and always use Alt Text or detailed captions
	Images – Place images in line with text. Shapes must have alternate text or detailed photo captions
	Tables – If you use tables, use styles, headers, and alternate text
	Descriptive Links – Links should be the title/descriptive of the link
	Styles – Use headings in Word
	Accessibility Checker – Test accessibility with Immersive Reader and Microsoft Accessibility Checker

Work Cited

- [SOV – Inclusion and Accessibility](#)

Spreadsheet and Tables Checklist

*In addition to Social Media recommendations

“x” Actions

	Plain Language – Limit the use of jargon, abbreviations, acronyms, and technical language when possible.
	Contractions – Avoid break words, like “can’t”. Write-out the word, like “cannot”
	Color as an Indicator - Color cannot be the only indication of information. Ex: "The red text identifies tasks that have not been completed.
	High Contrast - Use high color contrast text colors like dark grey on white
	Font – Use Sans Pro or Arial and Size 12+
	Text – Avoid all caps, italics, bolding small text, and underlines (except links)
	Images – Use Alternate Text or detailed photo captions
	Visuals – limit emojis and always use Alt Text or detailed captions
	Images – Place images in line with text. Shapes must have alternate text or detailed photo captions.
	Tables – If you use tables, use styles, headers, and alternat text. Insert tables, avoid drawing tables. Headers should repeat if the table exceeds the first page. Minimize merging or splitting cells.
	Descriptive Links – Links should be the title/descriptive of the link.
	Styles – Use Headings in Word
	Accessibility Checker – Test accessibility with Immersive Reader and Microsoft Accessibility Checker

Work Cited

- [SOV – Inclusion and Accessibility](#)