



Bureau of Health Emergency Management Access and Functional Needs Coordination

Vaccine Dispensing Site Accessibility Checklist

Site Name & Address:	
Site Contact (Name, Phone, Email):	

Please remember:

- It is always best to first ask someone with a disability what assistance they need instead of making assumptions.
- A person with a disability can bring a support person with them.
- A person with a disability can bring a service animal with them.

Site/Facility Entrance and Exit	Circle One		Next Steps
Visually adequate signage pointing toward the accessible entrance and exit	Yes	No	Appendix B
Parking areas with space for accessible vans and cars connected to the accessible entrance with no steps or obstructions (see below)	Yes	No	
Curb cuts in front of the building that are at least 36 inches wide	Yes	No	
Front door is at least 32" wide when open at 90 degrees	Yes	No	Appendix A
Routes Inside of Facility			
Route from entrance to vaccine clinic area has no steps, obstructions, or low overhangs	Yes	No	
Route from entrance to vaccine clinic area has visually adequate signage	Yes	No	Appendix B
All hallways are at least 36 inches wide, and all doors are 32 inches wide, with no objects more than 4 inches from walls	Yes	No	
All hallways and doors have at least 80 inches from floor to ceiling	Yes	No	
If elevators are the only way to travel to the service area, back-up elevator power is available	Yes	No	
Restrooms			
Marked with visually adequate signage	Yes	No	Appendix B
Area where a person in a wheelchair can turn around 60 inches	Yes	No	Appendix A
Doorway at least 32 inches wide #	Yes	No	Appendix A
Sink drain and hot water pipes protected from contact	Yes	No	Appendix A
Rim of sinks no higher than 34 inches	Yes	No	Appendix A
Toilet is 17 to 19 inches high	Yes	No	Appendix A
Stall is at least 60 inches wide and 56 inches deep (wall-mounted toilet) or 59 inches deep (floor mounted toilet)	Yes	No	Appendix A
Stall door handle can be used with one hand and is no higher than 48 inches above the floor	Yes	No	
Two horizontal grab bars in the stall. A 42-inch long bar on the side walls 33 to 36 inches above the floor and a 36-inch long bar behind the toilet 33 to 36	Yes	No	Appendix A



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inches above the floor			
A sink counter	Yes	No	
Communication			
Access to In-person or video ASL-English and ASL-Spanish interpretation	Yes	No	Appendix C
FM system or Portable Induction Loop for Individuals who are Hard of Hearing	Yes	No	Appendix C
Written/Visual (e.g., pictograms) based communication documents about the vaccine process	Yes	No	Appendix C
Pen and Paper to assist with communication	Yes	No	
Signage and Vaccine Process information in large print format (18+ point font)	Yes	No	
Signage and Vaccine Process information in braille	Yes	No	
Other Accommodations			
Accommodation Request Process and Contact (name/contact):	Yes	No	Appendix B
On-site assistance to navigate the vaccine site, read and fill out paperwork, assist with ambulation or other needs	Yes	No	
Drive-thru hours:	Yes	No	
Mobility devices for public use (check all that apply):			
a. Wheelchairs	Yes	No	
b. Canes	Yes	No	
c. Crutches	Yes	No	
d. Walkers	Yes	No	
e. Scooters	Yes	No	
f. Other:	Yes	No	
Seating for people who cannot stand for long periods	Yes	No	
Quiet low-stimuli confidential space for vaccine administration	Yes	No	
Other Accommodations Provided:	Yes	No	

Parking Areas

The New Mexico Building Code requires a certain number of accessible parking spaces for cars and vans depending on the total number of parking spaces available. An accessible car parking space requires a minimum of a 5' wide adjacent access aisle. An accessible van parking space requires an 8' wide access aisle, or an 11' wide parking space and a 5' wide access aisle. This allows a person using a wheelchair or another mobility device to get in and out of the vehicle safely. Direct access is required from the access aisle to an accessible pathway. Accessible parking must be located at the parking spaces closest to the accessible entrance with a surface slope no greater than 2% in any direction. (See [2015-NM-Accessible-Parking-FINAL2.pdf](#))

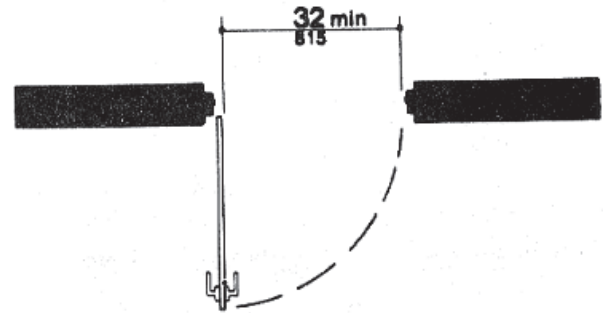
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APPENDIX A

Physical Accessibility Diagrams

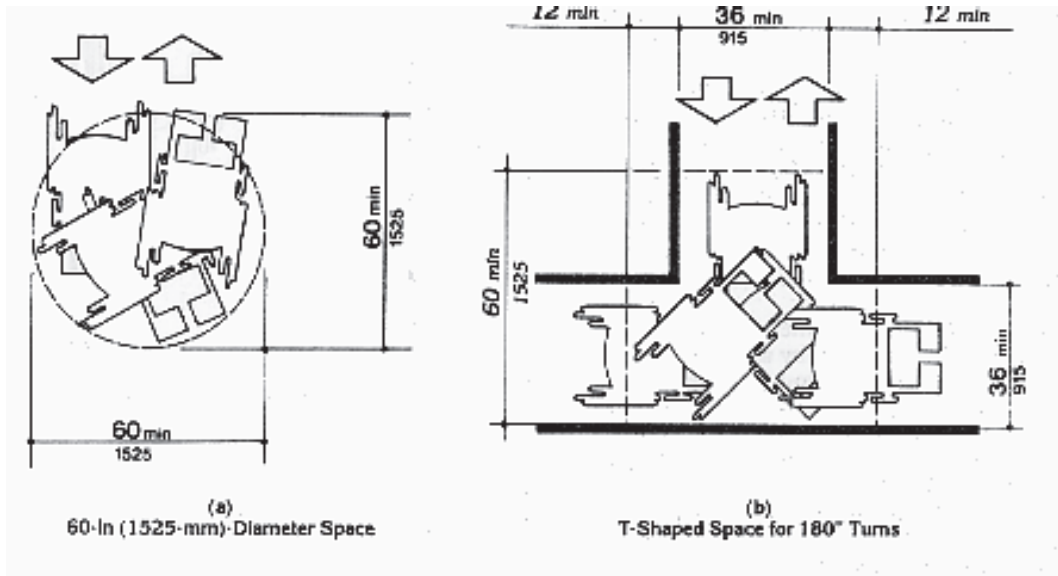
Doorways

Doorway is at least 32" wide when door is open 90 degrees.



Turning Radius

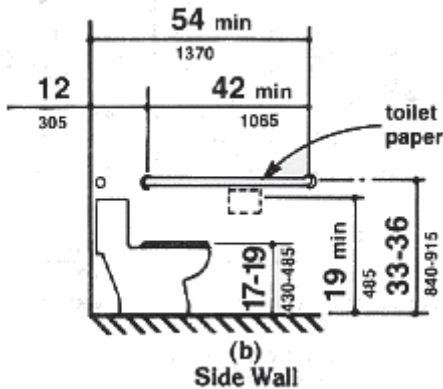
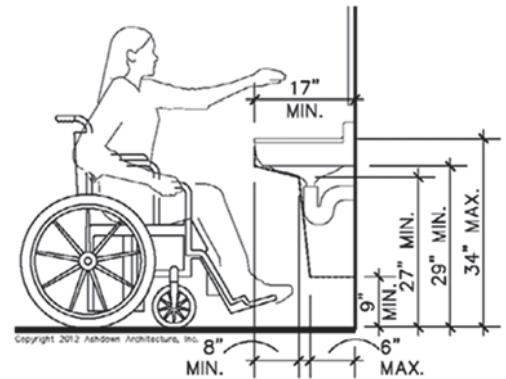
- Accessible Turning radius of 60" at facility entranceway.
- No part of the route is less than 36" wide.
- Area where a person in a wheelchair can turn around is a circle with a 60" diameter or T-shape turn area.



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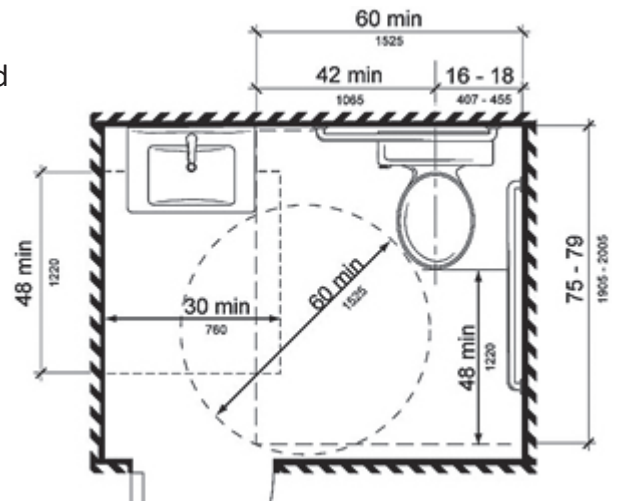
Bathroom

- The sink drain and hot water pipes are insulated or otherwise protected from contact.
- Sinks mounted with the counter or rim no higher than 34".



- Toilet seat is 17" to 19" high or a raised toilet seat is available.
- Toilet center line is 16" to 18" from the nearest side wall.

- Stall is at least 60" wide and 56" deep (wall-mounted toilet) or 59" deep (floor-mounted toilet).





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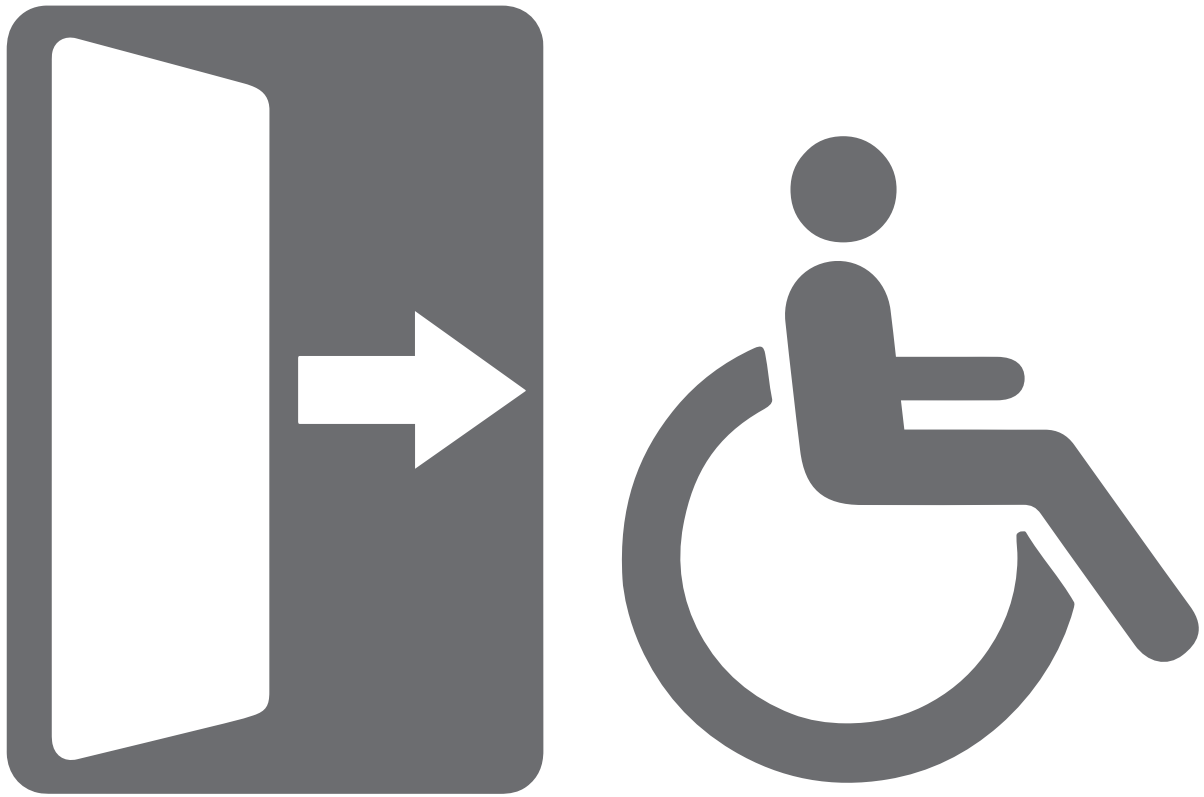
APPENDIX B Signage

- ❖ Accessible Entrances and Exits
- ❖ Accessible Bathrooms
- ❖ Service Animal Welcome
- ❖ Quiet Area
- ❖ Accommodations Request



Accessible Entrance

Entrada accesible



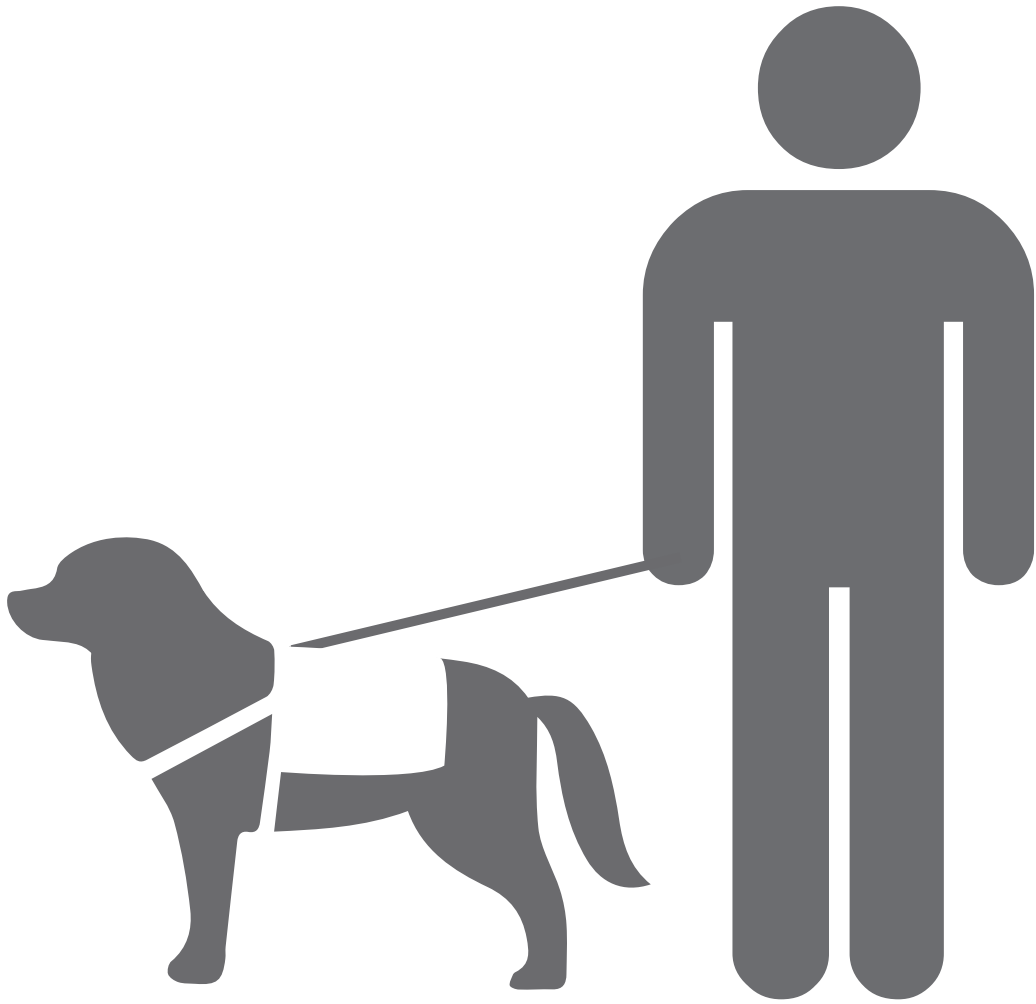
Accessible Exit

Salida accesible



**Restroom:
Accessible**

**Baños:
Accesibles**



**Service Animal
Welcome**

**Se reciben
animales de servicio**



Quiet Area

**Área de
guardar silencio**

Request a Disability-related or Accessibility Accommodation

Please let us know if you need a disability-related or accessibility accommodation to participate in the vaccine process.

An accommodation can include, but is not limited to:

- help navigating the vaccine site
- reading and filling out paperwork
- ASL interpretation
- Any other form of auxiliary aid
- Assistance with mobility needs



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APPENDIX C

Communication Resources

- ❖ List of ASL interpretation services and what is needed for VRI
- ❖ Resources for Assistive Technology
- ❖ Written/Visual (e.g., pictograms) based on communication documents about the vaccine process



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ASL Interpreter Resources

The referral process in a non-emergency medical situation: The requestor (the agency who will paying) informs the Interpreter Referral Service that they need interpretation services for communication access with a singer. This request needs to be as early as possible. ***Presbyterian, UNMH, and other medical companies have been hiring staff interpreters and setting up contracts which may have language related to time frames for a request***

- **Volunteer ASL Interpretation (limited availability) can be found here -**
https://volunteer.nmmrcserves.org/custom/1411/volunteer_home
- **Sorenson Community Interpreting Services**
 - Contact Info: <https://www.scis.com/> Paula McCluskey- pmclluskey@sorenson.com and Shaundra Dunn SDunn@Sorenson.com
 - Referral Process (if known): see above
 - Service Provided: Onsite Interpreting (Lists-Medical, Legal, Business, and Education), VRI, Trilingual
 - Geographic Service Area: Most of the state
- **RGC Access (RGCA)**
 - Contact Info: <https://rgc-access.org/> Lin Marksbury (Director), Megan Goldberg (Coordinator), Rebecca De Santis (Coordinator) and main POC with COVID-19 thus far rdesantis@rgc-access.org
 - Referral Process (if known): see above
 - Service Provided: Onsite Interpreting (Various types including Mental Health), VRI, Trilingual
 - Geographic Service Area: Most of the State
- **Community Outreach Program for the Deaf- New Mexico (COPD-NM)**
 - Contact Info: Dana Murrah- DanaM@copdnm.org
 - Referral Process (if known): See above
 - Service Provided: Onsite Interpreting (Various Types), VRI, Trilingual
 - Geographic Service Area: Most of the State
- **WeInterpret.net (WIN)**
 - Contact Info: <https://www.weinterpret.net> Krista Torres- Krista@weinterpret.net
 - Referral Process (if known): See above
 - Service Provided: Onsite Interpreting (Various Types), VRI, they have done some Trilingual work as well
 - Geographic Service Area: Most of the state



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- **Southwest Interpreting**
 - Contact Info: Lorena Ramirez southwestinterpreting@gmail.com
 - Referral Process (if known): See above
 - Service Provided: Onsite Interpreting (Various Types) and Trilingual
 - Geographic Service Area: Most of Southern New Mexico and parts of Texas
- **Parliament Translations**
 - Contact Info: David Greenberg dgreenberg@parliamenttutors.com or Sarah Verneret (sarah@parliamenttutors.com)
 - Referral Process (if known): See above
 - Service Provided: Onsite Interpreting (unclear as to the type and proficiency)
 - Geographic Service Area: Most of state

Assistive Technology Resources

- **New Mexico Technology Assistance Program**
Tracy Agiovlasis, Supervisor
505-841-4464
<http://www.tap.gcd.state.nm.us/>
- **Commission for the Deaf and Hard of Hearing**
505-383-6530
Email: nmcdhh.info@state.nm.us
<https://www.cdhh.state.nm.us/tedp/>
- **New Mexico Department of Health – Assistive Technology**
<https://www.nmhealth.org/about/ddsd/pgsv/clinical/cinit/at/>

Initial Contact: Vaccine Site Communication Aid

YES	NO	I DON'T KNOW	I AM NOT SURE
SI	NO	NO SÉ	NO ESTOY SEGURO

- **ARE YOU HERE TODAY FOR THE COVID-19 VACCINE?**
- **¿Está aquí hoy para la vacuna COVID-19?**
- **DO YOU HAVE A CONFIRMATION FOR YOUR VACCINE APPOINTMENT TODAY?**
- **¿Tiene una confirmación para su cita con la vacuna hoy?**

➤ **DO YOU REQUIRE ANY TYPE OF ASSISTANCE OR ACCOMMODATION?**

➤ **¿Necesita algún tipo de asistencia o alojamiento?**

ASL interpreter	Traductor de Español
Navigate the vaccine site	Navegar por el sitio de la vacuna
Reading or fill out paperwork	Leer o completar el papeleo
Any other form of auxiliary aid	Cualquier otra forma de ayuda auxiliar
Assistance with mobility needs	Asistencia con necesidades de movilidad
Other Support	Otro Apoyo

Initial Contact: Vaccine Site Communication Aid

The best way to communicate with me is:

 <p>INTERPRETER</p>	 <p>TEXTING</p>	 <p>WRITING</p>
 <p>LIP-READ</p>	 <p>NO LIP-READ</p>	 <p>ASSISTIVE LISTENING DEVICE</p>

To find qualified interpreters through the Online Interpreter Directory, visit Michigan.gov/doddbhh



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