

Accessible Service at Brandon University Checklist

Ask “How can I help?”

- ✓ Focus on removing the barrier, rather than identifying the disability
- ✓ Avoid acting on stereotypes or making assumptions about what a person can or cannot do
- ✓ Be patient when a person needs time to understand, respond, etc.

Use person-focused language

- ✓ See Words with Dignity card

Include the Active Offer

- ✓ **All Publications**
“This publication is available in alternate formats upon request.”
- ✓ **Communications**
“This communication is available in alternate formats upon request.”
- ✓ **Campus Events**
“To ensure this event is accessible to all interested individuals, please advise of any accessibility needs in advance by contacting <insert contact info>.”
- ✓ **Employment/Volunteer Opportunities**
“To ensure this employment opportunity is accessible to all interested individuals, please advise of any accessibility needs by contacting <insert contact info>.”

Create Accessible Documents

- ✓ Use the Accessibility Checker when creating documents in MS Office
 - Click **File**
 - Under **Info** heading, click **Check for Issues**
 - Select **Check Accessibility**

- ✓ Provide a description in alternate text for photos, icons, or graphs
 - Right click the image
 - Select **Format Picture**
 - Click **Alt Text**
 - Enter a Title and Description for the image

- ✓ Considerations for an easy-to-read document
 - Use 12 pt font size or larger
 - Use sans serif fonts (no lines at the end of the letters) such as Arial, Calibri, Helvetica

- ✓ For regularly used forms or publications, save a plain text version to make responding to requests for alternate formats such as large print or braille copies easier

Plan Accessible Events

- ✓ Assess the venue before booking an event
 - Check for accessible washrooms, entrance ways, doors, parking, signage, pathways, etc.
 - Ensure the space can accommodate service animals, support persons such as sign language interpreters or waived admission, assistive devices such as wheelchairs or FM systems.
 - Check for any accessible services that may be temporarily unavailable such as an elevator or accessible washroom.

This document is available in alternate formats upon request.
Contact Erica at browne@brandonu.ca or (204) 727-7494.

- Provide notification with an explanation including the reason for disruption, how long the service will be unavailable, and a description of alternate facilities or services if available.
- Provide advance notice whenever possible.

Person accompanied by a Service Animal

- ✓ Welcome service animals to the campus. Under the Human Rights Code, service animals have the right to enter any place where the public is allowed.
- ✓ Do not pet, feed, or distract a service animal. They are a working animal.

Person accompanied by a Support Person

- ✓ Welcome support persons to campus.
- ✓ Speak directly to and make eye contact with the person you are providing service to, not the support person.
- ✓ Avoid charging fees to a support person such as admission. If you must, clearly state the fee and advise in advance.

Person using an Assistive Device

- ✓ Ask permission before touching or handling any assistive device.
- ✓ Do not move an assistive device out of the users reach.
- ✓ Let the public know what assistive devices you offer such as wheelchairs, elevators, stair lifts, etc.