

The ***Vermont Health Equity Advisory Commission*** (HEAC) will strive to create an inclusive environment that assures the full participation and integration of individuals with disabilities through the following accommodations.

Virtual (*Microsoft Teams*):

- A. Meeting materials will be presented in text and audio format. This includes meeting minutes and public statements.
- B. Other materials created by the commission will be provided in alternate formats upon request (i.e. large print or audio). This includes publications and reports.
- C. Commission materials that are posted online will be posted in sans serif font (i.e. Arial, Calibri, Tahoma) that is no smaller than 14 point.
- D. When possible, videos will be shown with closed or open captions, and subtitles.
- E. Important images will contain alt-text, and materials with important images and other hard-to-read elements will be shared well in advance of the meetings where they will be discussed.
- F. The Commission will inform guest speakers/presenters about these requirements well in advance of the meetings they will join.

In Person:

- A. Event will be scheduled in accessible locations, with directional signage to all event or meeting locations. Accessibility requirements will be checked for all areas, which may include elevators, entrances, parking, restrooms, and seating.
- B. The Commission will attempt to fulfill accommodations when requested (i.e. sign language interpreters, closed captioning, etc.).
- C. When possible, equipment will be located in wheelchair accessible areas and frequently-used materials will be placed on lower shelves.
- D. If food and/or drink are provided, tables will be less than 34" high and items will be within reach. Self-service items will be reachable from a seated position with accessible operating mechanisms.
- E. If food and/or drink are provided, the Commission will be mindful of restricted diets and allergies. The Commission will provide attendees the opportunity to request alternate options. Ingredients and nutrition facts will be available to inform decisions.
- F. Exits will be clearly identified and accessible.