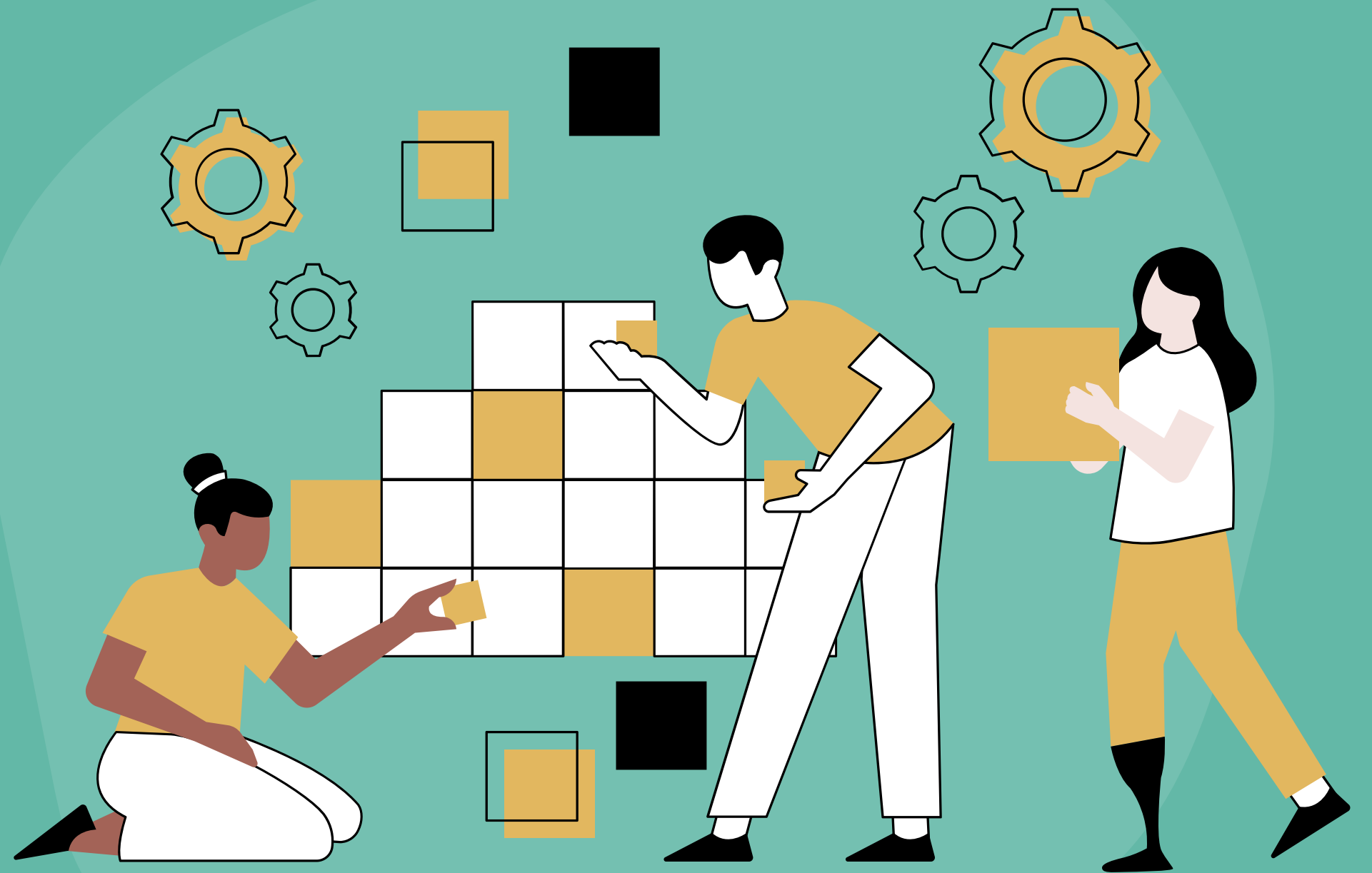# Centre for Workplace Accessibility

# Land Acknowledgement

# Workplace Accessibility Specialists

Michael Antunes

Alexandria Baugh

Leah Watson

# Agenda

**Centre for Workplace Accessibility**

**Accessibility Tools**

**Q&A**

# Reporting Structure

- Human Resources
- Total Rewards, Health & Wellbeing
- Workplace Health Services
- Centre for Workplace Accessibility

# Background

## Inclusive workplaces
UBC's *Inclusion Action Plan* sets objective for faculty & staff accommodations policy, supported by centralized fund.

## Community feedback
Conversations with community members, including the Disability Affinity Group, indicated more supports are needed for disabled faculty & staff.

## Employment equity
UBC's *Employment Equity Report* (2020) indicates that people with disabilities continue to be underrepresented in all occupational groups at UBC.
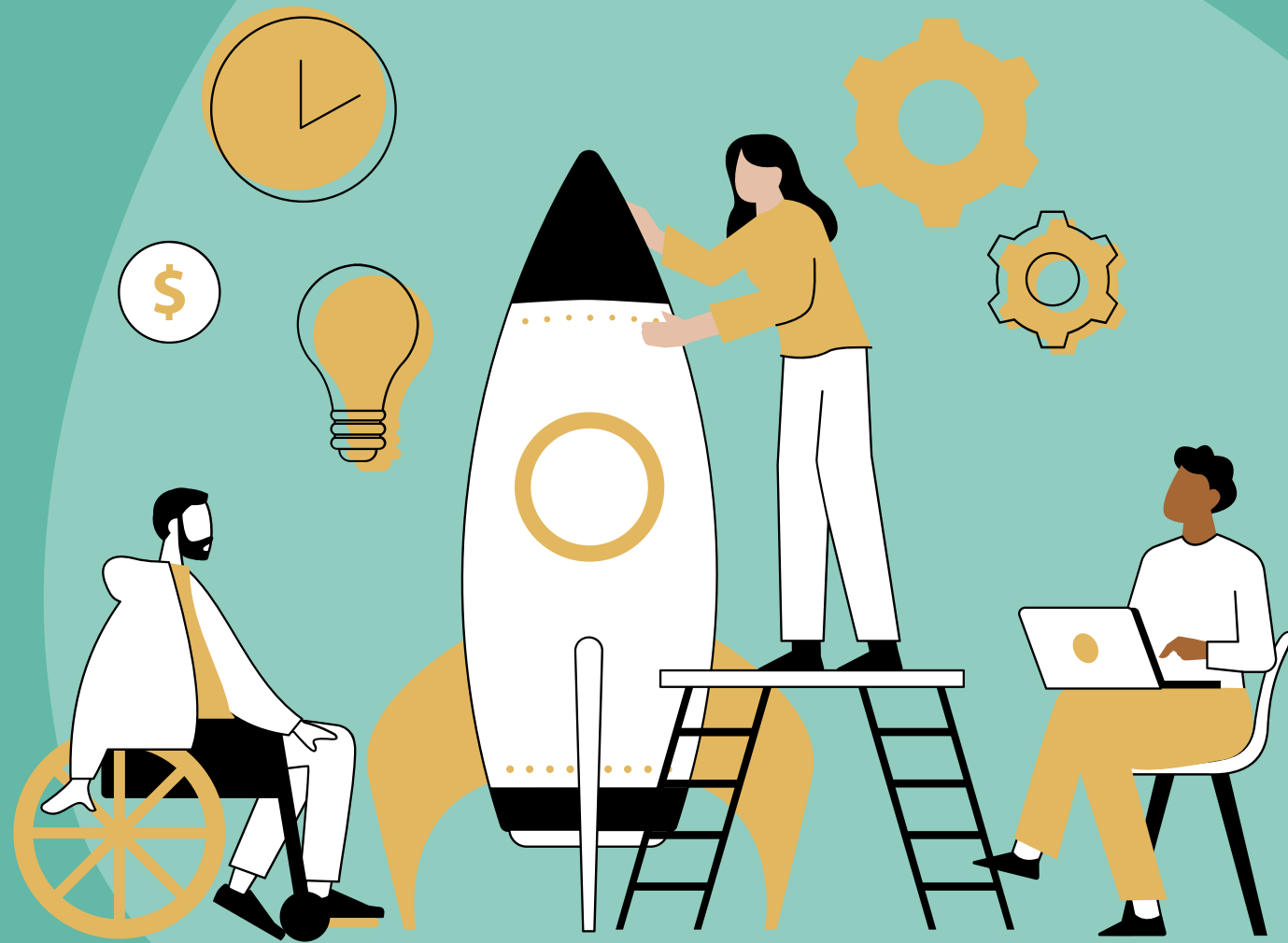
# In Scope

**Faculty and Staff**

**Departments**

**Hiring Departments**

# Out of Scope

**Student Employees**

**Acute injuries or illnesses that are not chronic or episodic in nature**

Workplace Accommodations Fund

**Objectives**

- Central location for disclosure
- Minimize medicalization of disability
- Expedite accommodations process by centralizing funding
- Remove financial barriers
- Increase disability inclusion literacy

# Our Approach

# Process

- Reach out to CWA
- Initial Conversation
- Discuss Next Steps
- Follow Up

Accessibility Tools

Zoom Features

# Auto-generated Captions
Zoom meetings automatically provide live captioning support

# Manual Captions
Assign someone to type captions during a meeting

# Display Settings
Adjust the size of closed captions

# Keyboard Accessibility
Control common Zoom features with just a keyboard

# Outlook Mail Accessibility Features

# Narrator

Narrator lets you use your PC without a mouse to complete common tasks. It can read and interact with things on the screen.

Windows logo key  + Ctrl + Enter

To stop Narrator from reading at any time, press the Ctrl key

Use speech recognition to convert spoken words into text anywhere on your PC

# Speech Recognition

# Mono Audio

Windows lets you convert stereo sound into single channel, so you can hear everything, even if you only use one headphone

Start button, then select Settings  > Ease of Access > Audio > Mono Audio

Magnifier makes part or all of your screen bigger so you can see words and images better

Windows logo key + Plus sign (+)

Windows logo key + Esc to turn Magnifier off

# Magnifier

If you have trouble hearing audio alerts, you can have your PC display them visually

Start button, then select Settings > Ease of Access > Audio

Under Show audio alerts visually, choose how you want audio alerts displayed

# Visual Alerts

# Notifications

By default, Windows notifications disappear five seconds after they appear. If you want more time to read them, you can increase how long they're displayed

Start button, then select Settings > Ease of Access > Display

If it is hard to see what's on-screen, you can apply a color filter

Start > Settings > Ease of Access > Color filters

Color Filters

# Focus Assist

Windows offers ways to minimize distractions so it is easier to focus on tasks

This includes reducing visual distractions, cleaning up the taskbar, reducing notifications

Minimizing Visual Distractions:
Select Start , then select Settings  > Ease of Access  > Display

Cleaning up the taskbar:
Select Start , then select Settings  > Personalization  > Taskbar

Reducing notifications
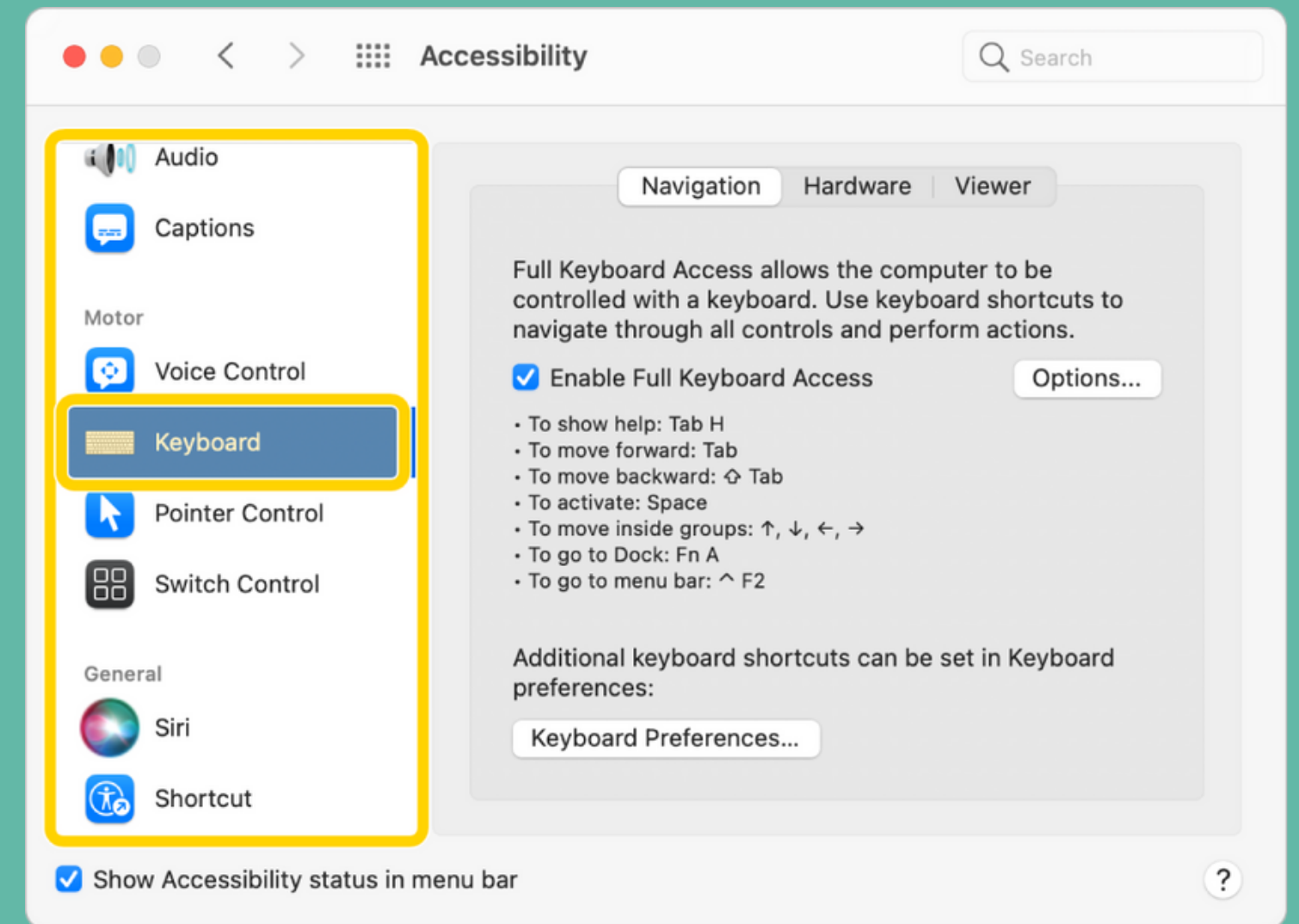Action Center > Focus Assist

Immersive Reader in Microsoft Edge simplifies web page layouts, removes clutter, and helps you customize your reading experience

# Immersive Reader

# Apple Accessibility Options

# Apple Menu > System Preferences, then click Accessibility

**Accessibility**

Search

Navigation    Hardware    Viewer

- Audio
- Captions

**Motor**

- Voice Control
- Keyboard
- Pointer Control
- Switch Control

**General**

- Siri
- Shortcut

Full Keyboard Access allows the computer to be controlled with a keyboard. Use keyboard shortcuts to navigate through all controls and perform actions.

☑ Enable Full Keyboard Access          Options...

- To show help: Tab H
- To move forward: Tab
- To move backward: ⇧ Tab
- To activate: Space
- To move inside groups: ↑, ↓, ←, →
- To go to Dock: Fn A
- To go to menu bar: ⌃ F2

Additional keyboard shortcuts can be set in Keyboard preferences:

Keyboard Preferences...

☑ Show Accessibility status in menu bar                    ?

# VoiceOver

Built-in screen reader for Mac

# Zoom Features

Make content on the screen larger and easier to see

# Display

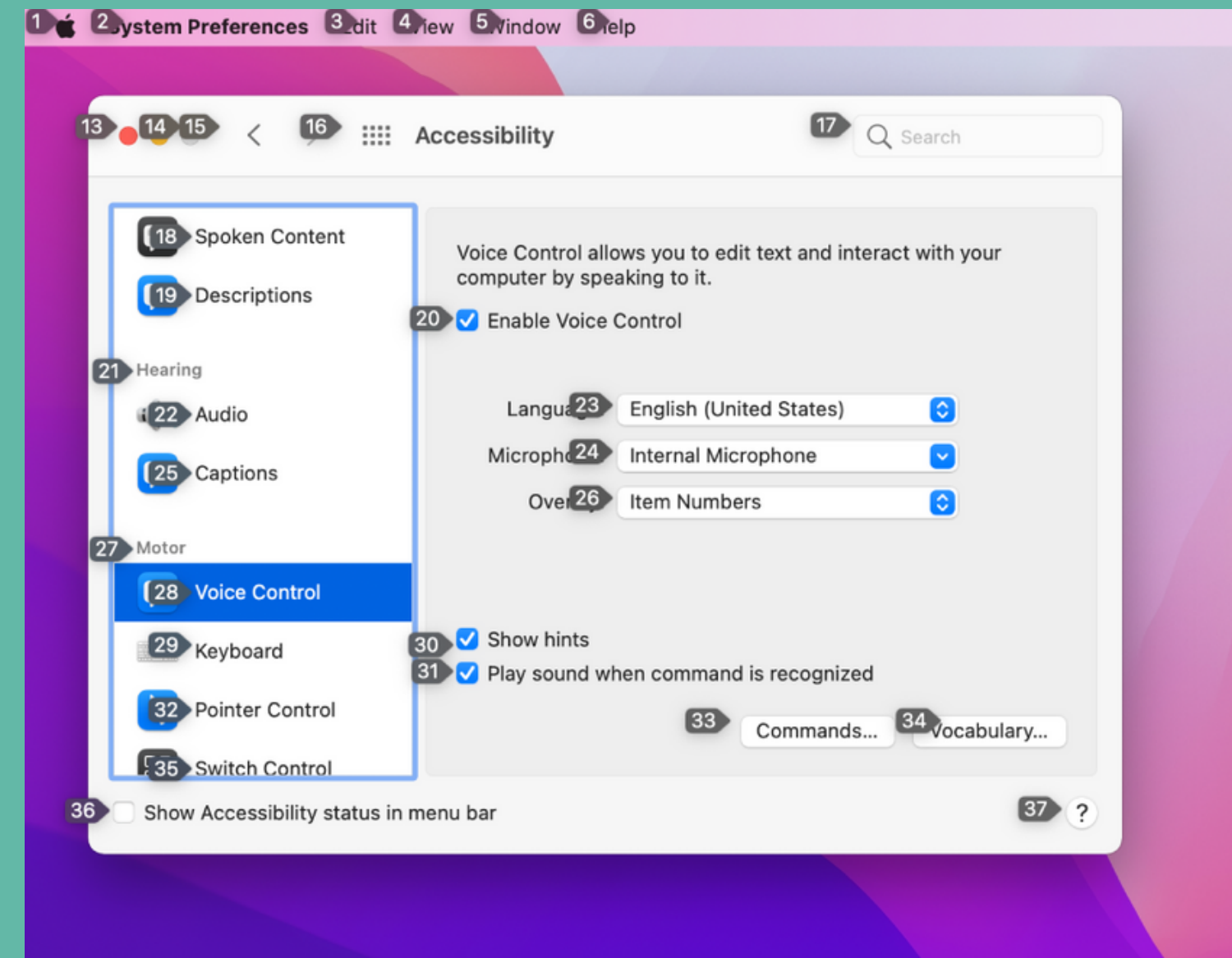Invert colors, adjust contrast, and reduce transparency

# Audio Features

Have the screen flash when alerts or announcements occur, and play stereo audio as mono

# Voice Control

Use Voice Control to dictate text and speak commands

Keyboard Accessibility Options

Keyboard Shortcuts

# Questions?