



Division of Vocational Rehabilitation Business Relations Unit

Examples of Changes for Reasonable Accommodations in the Workplace

Changes business can make to Policy and Procedures

- Adjustment to “no animal” policy (Service Animal or Emotional Support Animal)
- Dress code
- Fragrance policy
- Flexible hours
- Telework
- Modified break schedule
- Redistributing marginal tasks
- Altering when or how a task is performed
- Leave

Changes business can make to acquire Assistive Technology:

- Materials in braille or audio format
- Screen reader/text-to-speech
- iPad or tablet for video remote interpreting
- Dictation apps/speech-to-text
- Magnification
- Concentration apps
- Headphones
- Phone amplification
- Dual monitors
- Anti-glare & blue light screens/filters

Changes to the Physical Building

- Pathways/traffic flow
- Bathrooms
- Adjusted lighting
- Sound absorption panels
- Anti-fatigue matting
- Ventilation and air quality
- Temperature
- Parking

Changes to Workstation

- Ergonomic equipment (chairs, desks, keyboards)
- Organizers
- Freedom over workstation (radio use, decorations, plants)
- Open space vs. Isolated workstations
- “Ergonomics is the relationship between the worker and the job and focuses on the design of work areas to enhance job performance.” – Job Accommodation

Changes to Leadership/Management styles

- More or less frequent supervisor meetings
- Change instruction mode (spoken vs. written) or structure (individually vs. teams)
- Use remote communication
- Goal oriented management method
- Focus on employee goals/motivations
- Break down big picture goals into achievable steps
- Focus on objective rather than individual tasks required to achieve it
- Job coach or on-site mentoring
- Job reassignment



Looking for more?

Talk to your local DVR Business Outreach Specialist at
dvr.colorado.gov/business-services