

WPS: Workplace Activity

The next 15 survey pages gather information about the different activities that you might do during your work day. First, several questions ask how easy or difficult the activity is for you, and what factors make those activities more or less difficult. Next, questions ask if these factors affect your sense of inclusion at work, and why.

1. ENTERING / EXITING MY PLACE OF EMPLOYMENT

Overall, how easy or difficult is it to enter or exit your place of employment?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible

Logic: Shown if "Overall, how easy or difficult is it to enter or exit your place of employment?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you enter or exit your place of employment (e.g., traveling from parking or drop off areas through the entrance door)?

- Yes
- No

Which factors currently make it more difficult for you to enter or exit your place of employment? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, lack of an automatic door opener)
- Other (please describe): _____

Which factors currently make it easier for you to enter or exit your place of employment? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location (e.g., accessible parking close to the building)

The characteristics of the door/doorway (e.g., weight of door, width of doorway, presence of an automatic door opener)

Other (please describe): _____

How does the way you enter or exit your place of employment impact your sense of inclusion in the workplace?

Positively

Neither positively nor negatively

Negatively

Logic: Shown if "How does the way you enter or exit your place of employment impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

I can take the same route as my coworkers

I have a choice in the route that I take

My accommodations for entering or exiting my place of employment are effective

I can independently enter or exit my place of employment

My coworkers provide any help that I need to enter or exit my place of employment

Other (please describe): _____

Logic: Shown if "How does the way you enter or exit your place of employment impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

I must take a different route from my coworkers

I do not have a choice in the route that I take

My accommodations for entering or exiting my place of employment are not effective

I cannot independently enter or exit my place of employment

My coworkers do not provide help that I need to enter or exit my place of employment

Other (please describe): _____

2. GETTING TO AND ENTERING MY WORKSPACE

Overall, how easy or difficult is it to get to and enter your workspace?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (I do not have a set workspace)

Logic: Shown if "Overall, how easy or difficult is it to get to and enter your workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you get to and enter your workspace?

- Yes
- No

Which factors currently make it more difficult for you to get to and enter your workspace? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., lack of tactile or visual signage, lack of acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, lack of an automatic door opener)
- Other (please describe): _____

Which factors currently make it easier for you to get to and enter your workspace? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., tactile or visual signage, acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, presence of an automatic door opener)
- Other (please describe): _____

Logic: Shown if "Overall, how easy or difficult is it to get to and enter your workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you get to and enter your workspace impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you get to and enter your workspace impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can take the same route as my coworkers
- I have a choice in the route that I take
- My accommodations for getting to and entering my workspace are effective
- I can independently get to and enter this space
- My coworkers provide any help that I need to get to and enter this space
- Other (please describe): _____

Logic: Shown if "How does the way you get to and enter your workspace impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I must take a different route from my coworkers
 - I do not have a choice in the route that I take
 - My accommodations for getting to and entering my workspace are not effective
 - I cannot independently get to and enter this space
 - My coworkers do not provide help that I need to get to and enter this space
 - Other (please describe): _____
-

3. USING MY WORKSPACE

Page entry logic: This page will show when: Question "Overall, how easy or difficult is it to get to and enter your workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

Overall, how easy or difficult is it to use your workspace?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible

Logic: Shown if "Overall, how easy or difficult is it to use your workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you use your workspace?

- Yes
- No

Which factors currently make it more difficult for you to use your workspace? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., fixed table height, lack of knee clearance, position of controls, size of display)
- The light levels in the space and the inability to adjust them
- Obstructed views that don't allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the inability to adjust it
- Other (please describe): _____

Which factors currently make it easier for you to use your workspace? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., adjustable table height, knee clearance, position of controls, size of display)
- The light levels in the space and the ability to adjust them (e.g., dimmer switches)
- Unobstructed views that allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the ability to adjust it (e.g., fan)
- Other (please describe): _____

How does the way you use your workspace impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you use your workspace impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- My workstation is similar to that of my coworkers
- My ability to choose my workstation is the same as my coworkers
- My accommodations for using this space are effective
- I can independently use this space
- My coworkers provide any help that I need to use the space
- Other (please describe): _____

Logic: Shown if "How does the way you use your workspace impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- My workstation is different from my coworkers
 - My ability to choose my workstation is different from my coworkers
 - My accommodations for using this space are not effective
 - I need help in order to use this space
 - My coworkers do not provide help that I need to use the space
 - Other (please describe): _____
-

4. GETTING TO AND ENTERING MY IMMEDIATE SUPERVISOR'S WORKSPACE

Overall, how easy or difficult is it to get to and enter your immediate supervisor's workspace?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (my supervisor does not have a set workspace)

Logic: Shown if "Overall, how easy or difficult is it to get to and enter your immediate supervisor's workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you get to and enter your immediate supervisor's workspace?

- Yes
- No

Logic: Shown if "Overall, how easy or difficult is it to get to and enter your immediate supervisor's workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *more difficult* for you to get to and enter your immediate supervisor's workspace? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., lack of tactile or visual signage, lack of acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, lack of an automatic door opener)
- Other (please describe): _____

Logic: Shown if "Overall, how easy or difficult is it to get to and enter your immediate supervisor's workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *easier* for you to get to and enter your immediate supervisor's workspace? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., tactile or visual signage, acoustic cues)

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The characteristics of the door/doorway (e.g., weight of door, width of doorway, presence of an automatic door opener)

Other (please describe): _____

Logic: Shown if "Overall, how easy or difficult is it to get to and enter your immediate supervisor's workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you get to and enter your immediate supervisor's workspace impact your sense of inclusion in the workplace?

Positively

Neither positively nor negatively

Negatively

Logic: Shown if "How does the way you get to and enter your immediate supervisor's workspace impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

I can take the same route as my coworkers

I have a choice in the route that I take

My accommodations for getting to and entering my intermediate supervisor's workspace are effective

I can independently get to and enter this space

My coworkers provide any help that I need to get to and enter this space

Other (please describe): _____

Logic: Shown if "How does the way you get to and enter your immediate supervisor's workspace impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

I must take a different route from my coworkers

I do not have a choice in the route that I take

My accommodations for getting to and entering my intermediate supervisor's workspace are not effective

I cannot independently get to and enter this space

My coworkers do not provide help that I need to get to and enter this space

Other (please describe): _____

5. USING MY IMMEDIATE SUPERVISOR'S WORKSPACE FOR MEETINGS OR WORK

Page entry logic: This page will show when: Question "Overall, how easy or difficult is it to get to and enter your immediate supervisor's workspace?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

Overall, how easy or difficult is it to use your immediate supervisor's workspace for meetings or work?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible

Logic: Shown if "Overall, how easy or difficult is it to use your immediate supervisor's workspace for meetings or work?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you use your immediate supervisor's workspace for meetings or work?

- Yes
- No

Which factors currently make it more difficult for you to use immediate supervisor's workspace for meetings or work? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., fixed table height, lack of knee clearance, position of controls, size of display)
- The light levels in the space and the inability to adjust them
- Obstructed views that don't allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the inability to adjust it
- Other (please describe): _____

Which factors currently make it easier for you to use your immediate supervisor's workspace for meetings or work? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., adjustable table height, knee clearance, position of controls, size of display)
- The light levels in the space and the ability to adjust them (e.g., dimmer switches)
- Unobstructed views that allow me to use visual information (e.g., lip read)
- The noise levels in the space

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The temperature in the space and the ability to adjust it (e.g., fan)

Other (please describe): _____

How does the way you use your immediate supervisor's workspace for meetings or work impact your sense of inclusion in the workplace?

Positively

Neither positively nor negatively

Negatively

Logic: Shown if "How does the way you use your immediate supervisor's workspace for meetings or work impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

I can use my immediate supervisor's workspace the same way as my coworkers

My accommodations for using this space are effective

I can independently use this space

My coworkers provide any help that I need to use this space

Other (please describe): _____

Logic: Shown if "How does the way you use your immediate supervisor's workspace for meetings or work impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

I cannot use my immediate supervisor's workspace the same way as my coworkers

My accommodations for using this space are not effective

I need help in order to use this space

My coworkers do not provide help that I need to use this space

Other (please describe): _____

6. GETTING TO AND ENTERING OTHER EMPLOYEES' WORKSPACES

Overall, how easy or difficult is it to get to and enter other employees' workspaces?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (my coworkers do not have set workspaces)

Logic: Shown if "Overall, how easy or difficult is it to get to and enter other employees' workspaces?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you get to and enter other employees' workspaces?

- Yes
- No

Logic: Shown if "Overall, how easy or difficult is it to get to and enter other employees' workspaces?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *more difficult* for you to get to and enter other employee's workspaces? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., lack of tactile or visual signage, lack of acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, lack of an automatic door opener)
- Other (please describe): _____

Logic: Shown if "Overall, how easy or difficult is it to get to and enter other employees' workspaces?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *easier* for you to get to and enter other employee's workspaces? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., tactile or visual signage, acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, presence of an automatic door opener)
- Other (please describe): _____

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Logic: Show/hide trigger exists. Shown if "Overall, how easy or difficult is it to get to and enter other employees' workspaces?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you get to and enter other employees' workspaces impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you get to and enter other employees' workspaces impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can take the same route as my coworkers
- I have a choice in the route that I take
- My accommodations for getting to and entering other employees' workspaces are effective
- I can independently get to and enter this space
- My coworkers provide any help that I need to get to and enter this space
- Other (please describe): _____

Logic: Shown if "How does the way you get to and enter other employees' workspaces impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I must take a different route from my coworkers
 - I do not have a choice in the route that I take
 - My accommodations for getting to and entering other employees' workspaces are not effective
 - I cannot independently get to and enter this space
 - My coworkers do not provide help that I need to get to and enter this space
 - Other (please describe): _____
-

7. USING OTHER EMPLOYEES' WORKSPACES FOR MEETINGS OR WORK

Page entry logic: This page will show when: Question "Overall, how easy or difficult is it to get to and enter other employees' workspaces?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

Overall, how easy or difficult is it to use other employees' workspaces for meetings or work?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible

Logic: Shown if "Overall, how easy or difficult is it to use other employees' workspaces for meetings or work?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you use other employees' workspaces for meetings or work?

- Yes
- No

Which factors currently make it more difficult for you to use other employees' workspaces for meetings or work? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., fixed table height, lack of knee clearance, position of controls, size of display)
- The light levels in the space and the inability to adjust them
- Obstructed views that don't allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the inability to adjust it
- Other (please describe): _____

Which factors currently make it easier for you to use other employees' workspaces for meetings or work? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., adjustable table height, knee clearance, position of controls, size of display)
- The light levels in the space and the ability to adjust them (e.g., dimmer switches)
- Unobstructed views that allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the ability to adjust it (e.g., fan)
- Other (please describe): _____

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How does the way you use other employees' workspaces for meetings or work impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you use other employees' workspaces for meetings or work impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can use other employees' workspaces the same way as my coworkers
- My accommodations for using this space are effective
- I can independently use this space
- My coworkers provide any help that I need to use the space
- Other (please describe): _____

Logic: Shown if "How does the way you use other employees' workspaces for meetings or work impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I cannot use other employees' workspaces the same way as my coworkers
 - My accommodations for using this space are not effective
 - I need help in order to use this space
 - My coworkers do not provide help that I need to use the space
 - Other (please describe): _____
-

8. GETTING TO AND ENTERING FORMAL MEETING AREAS (E.G., CONFERENCE OR MEETING ROOM)

Overall, how easy or difficult is it to get to and enter formal meeting areas, such as the conference or meeting room?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (my organization does not have formal meeting areas)

Logic: Shown if "Overall, how easy or difficult is it to get to and enter formal meeting areas, such as the conference or meeting room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you get to and enter formal meeting areas within your organization's facility, such as the conference or meeting room?

- Yes
- No

Logic: Shown if "Overall, how easy or difficult is it to get to and enter formal meeting areas, such as the conference or meeting room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *more difficult* for you to get to and enter formal meeting areas, such as the conference or meeting room? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., lack of tactile or visual signage, lack of acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, lack of an automatic door opener)
- Other (please describe): _____

Logic: Shown if "Overall, how easy or difficult is it to get to and enter formal meeting areas, such as the conference or meeting room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *easier* for you to get to and enter formal meeting areas, such as the conference or meeting room? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path

- The distance to the location
- The information/wayfinding cues (e.g., tactile or visual signage, acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, presence of an automatic door opener)
- Other (please describe): _____

Logic: Shown if "Overall, how easy or difficult is it to get to and enter formal meeting areas, such as the conference or meeting room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you get to and enter formal meeting areas impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you get to and enter formal meeting areas impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can take the same route as my coworkers
- I have a choice in the route that I take
- My accommodations for getting to and entering formal meeting areas are effective
- I can independently get to and enter this space
- My coworkers provide any help that I need to get to and enter this space
- Other (please describe): _____

Logic: Shown if "How does the way you get to and enter formal meeting areas impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I must take a different route from my coworkers
- I do not have a choice in the route that I take
- My accommodations for getting to and entering formal meeting areas are not effective
- I cannot independently get to and enter this space
- My coworkers do not provide help that I need to get to and enter this space
- Other (please describe): _____

9. USING FORMAL MEETING AREAS (E.G., CONFERENCE OR MEETING ROOM)

Page entry logic: This page will show when: Question "Overall, how easy or difficult is it to get to and enter formal meeting areas, such as the conference or meeting room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

Overall, how easy or difficult is it to use formal meeting areas, such as the conference or meeting room?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible

Logic: Shown if "Overall, how easy or difficult is it to use formal meeting areas, such as the conference or meeting room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you use formal meeting areas within your organization's facility, such as the conference or meeting room?

- Yes
- No

Which factors currently make it more difficult for you to use formal meeting areas, such as the conference or meeting room? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., fixed table height, lack of knee clearance, position of controls, size of display)
- The light levels in the space and the inability to adjust them
- Obstructed views that don't allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the inability to adjust it
- Other (please describe): _____

Which factors currently make it easier for you to use formal meeting areas, such as the conference or meeting room? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., adjustable table height, knee clearance, position of controls, size of display)
- The light levels in the space and the ability to adjust them (e.g., dimmer switches)
- Unobstructed views that allow me to use visual information (e.g., lip read)
- The noise levels in the space

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The temperature in the space and the ability to adjust it (e.g., fan)

Other (please describe): _____

How does the way you use formal meeting areas impact your sense of inclusion in the workplace?

Positively

Neither positively nor negatively

Negatively

Logic: Shown if "How does the way you use formal meeting areas impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

I can use use formal meeting areas the same way as my coworkers

My accommodations for using this space are effective

I can independently use this space

My coworkers provide any help that I need to use the space

Other (please describe): _____

Logic: Shown if "How does the way you use formal meeting areas impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

I cannot use use formal meeting areas the same way as my coworkers

My accommodations for using this space are not effective

I need help in order to use this space

My coworkers do not provide help that I need to use the space

Other (please describe): _____

10. PARTICIPATING IN OFFSITE MEETINGS

Overall, how easy or difficult is it to participate in offsite meetings?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (my organization does not have offsite meetings)

Logic: Shown if "Overall, how easy or difficult is it to participate in offsite meetings?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you participate in offsite meetings (at locations chosen but not operated by your organization)?

- Yes
- No

Logic: Shown if "Overall, how easy or difficult is it to participate in offsite meetings?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you participate in offsite meetings impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you participate in offsite meetings impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can participate in offsite meetings the same way as my coworkers
- My accommodations for getting to and using the offsite space are effective
- I can independently get to and use the space
- My coworkers provide any help that I need to get to and use the space
- Other (please describe): _____

Logic: Shown if "How does the way you participate in offsite meetings impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I cannot participate in offsite meetings the same way as my coworkers
- My accommodations for getting to and using the offsite space are not effective
- I need help in order to get to and use the space
- My coworkers do not provide help that I need to get to and use the space
- Other (please describe): _____

11. GETTING TO AND ENTERING INFORMAL GATHERING AREAS (E.G., BREAK ROOM)

Overall, how easy or difficult is it to get to and enter informal gathering areas, such as the break room?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (my organization does not have informal gathering areas)

Logic: Shown if "Overall, how easy or difficult is it to get to and enter informal gathering areas, such as the break room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you get to and enter informal gathering areas within your organization's facility, such as the break room?

- Yes
- No

Logic: Shown if "Overall, how easy or difficult is it to get to and enter informal gathering areas, such as the break room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *more difficult* for you to get to and enter informal gathering areas, such as the break room? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location
- The information/wayfinding cues (e.g., lack of tactile or visual signage, lack of acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, lack of an automatic door opener)
- Other (please describe): _____

Logic: Shown if "Overall, how easy or difficult is it to get to and enter informal gathering areas, such as the break room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Which factors currently make it *easier* for you to get to and enter informal gathering areas, such as the break room? (check all that apply)

- The material and/or condition of the path surface
- The slope of the path
- The light levels along the path
- The distance to the location

This measurement tool was produced by Georgia Tech's Center for Inclusive Design & Innovation (CIDI) for the Disability Rehabilitation Research Project on Universal Design Practices to Enhance Work Outcomes (#90DP0049), funded by the National Institute on Disability, Independent Living and Rehabilitation Research (NIDILRR). NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS). The contents of this tool do not necessarily represent the policy of NIDILRR, ACL, or HHS, and you should not assume endorsement by the Federal Government.

- The information/wayfinding cues (e.g., tactile or visual signage, acoustic cues)
- The characteristics of the door/doorway (e.g., weight of door, width of doorway, presence of an automatic door opener)
- Other (please describe): _____

Logic: Show/hide trigger exists. Shown if "Overall, how easy or difficult is it to get to and enter informal gathering areas, such as the break room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you get to and enter informal gathering areas impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you get to and enter informal gathering areas impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can take the same route as my coworkers
- I have a choice in the route that I take
- My accommodations for getting to and entering informal gathering areas are effective
- I can independently get to and enter this space
- My coworkers provide any help that I need to get to and enter this space
- Other (please describe): _____

Logic: Shown if "How does the way you get to and enter informal gathering areas impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I must take a different route from my coworkers
- I do not have a choice in the route that I take
- My accommodations for getting to and entering informal gathering areas are not effective
- I cannot independently get to and enter this space
- My coworkers do not provide help that I need to get to and enter this space
- Other (please describe): _____

12. USING INFORMAL GATHERING AREAS (E.G., BREAK ROOM)

Page entry logic: This page will show when: Question "Overall, how easy or difficult is it to get to and enter informal gathering areas, such as the break room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

Overall, how easy or difficult is it to use informal gathering areas, such as the break room?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible

Logic: Shown if "Overall, how easy or difficult is it to use informal gathering areas, such as the break room?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you use informal gathering areas, such as the break room?

- Yes
- No

Which factors currently make it *more difficult* for you to use informal gathering areas, such as the break room? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., fixed table height, lack of knee clearance, position of controls, size of display)
- The light levels in the space and the inability to adjust them
- Obstructed views that don't allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the inability to adjust it
- Other (please describe): _____

Which factors currently make it *easier* for you to use informal gathering areas, such as the break room? (check all that apply)

- The size of the space
- The layout and placement of furniture and equipment in the space
- Characteristics of the furniture and/or equipment (e.g., adjustable table height, knee clearance, position of controls, size of display)
- The light levels in the space and the ability to adjust them (e.g., dimmer switches)
- Unobstructed views that allow me to use visual information (e.g., lip read)
- The noise levels in the space
- The temperature in the space and the ability to adjust it (e.g., fan)
- Other (please describe): _____

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How does the way you use informal gathering areas impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you use informal gathering areas impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can use informal gathering areas such as the break room the same way as my coworkers
- My accommodations for using this space are effective
- I can independently use this space
- My coworkers provide any help that I need to use the space
- Other (please describe): _____

Logic: Shown if "How does the way you use informal gathering areas impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I cannot use informal gathering areas such as the break room the same way as my coworkers
 - My accommodations for using this space are not effective
 - I need help in order to use this space
 - My coworkers do not provide help that I need to use the space
 - Other (please describe): _____
-

13. PARTICIPATING IN OFFSITE SOCIAL GATHERINGS

Overall, how easy or difficult is it to participate in offsite social gatherings (e.g., for lunch, holiday party)?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (my organization does not have offsite social gatherings)

Logic: Shown if "Overall, how easy or difficult is it to participate in offsite social gatherings (e.g., for lunch, holiday party)?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, white cane), do you use workplace accommodations to help you participate in offsite social gatherings (e.g., for lunch, holiday party) at locations chosen but not operated by your organization?

- Yes
- No

Logic: Shown if "Overall, how easy or difficult is it to participate in offsite social gatherings (e.g., for lunch, holiday party)?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you participate in offsite social gatherings impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you participate in offsite social gatherings impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can participate in offsite social gatherings the same way as my coworkers
- My accommodations for getting to and using the offsite space are effective
- I can independently get to and use the space
- My coworkers provide any help that I need to get to and use the space
- Other (please describe): _____

Logic: Shown if "How does the way you participate in offsite social gatherings impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I cannot participate in offsite social gatherings the same way as my coworkers
 - My accommodations for getting to and using the offsite space are not effective
 - I need help in order to get to and use the space
 - My coworkers do not provide help that I need to get to and use the space
 - Other (please describe): _____
-

14. COMMUNICATING IN-PERSON (FACE-TO-FACE), ONE-ON-ONE OR IN GROUPS

Overall, how easy or difficult is it to communicate in-person (face-to-face), one-on-one or in groups?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible

Logic: Shown if "Overall, how easy or difficult is it to communicate in-person (face-to-face), one-on-one or in groups?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, hearing aid), do you use workplace accommodations to help you communicate in-person (face-to-face), one-on-one or in groups?

- Yes
- No

How does the way you communicate in-person impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you communicate in-person impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can use the same method(s) to communicate as my coworkers
- I have a choice in the way that I communicate
- My accommodations for communicating in-person are effective
- My coworkers provide any help that I need to communicate
- Other (please describe): _____

Logic: Shown if "How does the way you communicate in-person impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I must use different methods to communicate from my coworkers
- I don't have a choice in the way that I communicate
- My accommodations for communicating remotely are not effective
- My coworkers do not provide help that I need to communicate
- Other (please describe): _____

15. COMMUNICATING REMOTELY, OR NOT FACE-TO-FACE (E.G., VIA TELEPHONE, EMAIL), ONE-ON-ONE OR IN GROUPS

Overall, how easy or difficult is it to communicate remotely (e.g., via telephone, email) with the people you work with?

- Very easy
- Easy
- Difficult
- Very difficult
- Not possible
- Does not apply (I do not communicate remotely with other employees)

Logic: Shown if "Overall, how easy or difficult is it to communicate remotely (e.g., via telephone, email) with the people you work with?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult")

In addition to your personal assistive devices (e.g., wheelchair, hearing aid), do you use workplace accommodations to help you communicate remotely, or not face-to-face (e.g., via telephone, email), one-on-one or in groups with the people you work with?

- Yes
- No

Logic: Shown if "Overall, how easy or difficult is it to communicate remotely (e.g., via telephone, email) with the people you work with?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

Does the *design* of the telecommunications devices / computer (e.g., position of controls, size of display) make it more difficult, or easier, for you to communicate remotely with your coworkers?

- More difficult
- Easier
- No impact

Logic: Shown if "Overall, how easy or difficult is it to communicate remotely (e.g., via telephone, email) with the people you work with?" is one of the following answers ("Very easy", "Easy", "Difficult", "Very difficult", "Not possible")

How does the way you communicate remotely with the people you work with impact your sense of inclusion in the workplace?

- Positively
- Neither positively nor negatively
- Negatively

Logic: Shown if "How does the way you communicate remotely with the people you work with impact your sense of inclusion in the workplace?" is one of the following answers ("Positively")

Please tell us why you responded the way you did (check all that apply):

- I can use the same method(s) to communicate as my coworkers
- I have a choice in the way that I communicate
- My accommodations for communicating remotely are effective
- My coworkers provide any help that I need to communicate
- Other (please describe): _____

Logic: Shown if "How does the way you communicate remotely with the people you work with impact your sense of inclusion in the workplace?" is one of the following answers ("Negatively")

Please tell us why you responded the way you did (check all that apply):

- I must use different methods to communicate from my coworkers
- I don't have a choice in the way that I communicate
- My accommodations for communicating remotely are not effective
- My coworkers do not provide help that I need to communicate
- Other (please describe): _____