

# Reasonable Adjustments Checklist

## Communication

- Use clear, simple, and direct language
- Provide information in accessible formats (easy-read, large print, visual aids)
- Allow extra time for processing and responding
- Offer alternative communication methods (e.g., communication cards, writing, devices)
- Avoid idioms, metaphors, or ambiguous phrases

## Environment

- Reduce noise and visual distractions where possible
- Provide access to a quiet or low-stimulation area
- Allow waiting in a separate space or outside until called
- Adjust lighting (dim lights, avoid fluorescent flicker)
- Clearly signpost rooms and facilities with symbols or pictures

## Sensory Needs

- Permit use of sensory aids (headphones, sunglasses, fidget tools)
- Minimize strong smells (cleaning products, perfumes)
- Offer alternatives to physical touch (e.g., non-contact greetings)
- Allow for movement breaks or stimming as needed

## Procedures and Routines

- Explain what will happen before, during, and after appointments or activities
- Use visual schedules or step-by-step guides
- Give advance notice of changes to routines or staff
- Allow extra time for appointments, tasks, or transitions
- Offer flexible scheduling (first or last appointment of the day)

## Support and Advocacy

- Allow a trusted support person to be present
- Listen to the individual and/or their advocate about needs and preferences
- Respect the right to refuse or ask for breaks
- Involve the individual in decision-making as much as possible

## Staff Training and Attitude

- Ensure staff receive autism awareness and reasonable adjustments training
- Foster a culture of patience, respect, and flexibility
- Challenge stereotypes and assumptions

# Documentation

- Record communication preferences and successful strategies
- Update records with any new adjustments or needs
- Provide written or visual summaries of important information

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This checklist can be adapted for healthcare, education, workplace, or community settings to ensure equitable access and support for autistic individuals and others who may benefit from reasonable adjustments.