



Non-Congregate Shelter Accessibility Checklist COVID-19 Non-Congregate Sheltering

Overview

This job tool provides a basic accessibility assessment for hotels/motels (see definition below) that are being used as non-congregate shelter sites in a COVID-19 or another non-standard DRO environment. Contact the Regional Disability Integration Program Lead (for a DAT response) or virtual HQ Disability Integration Chief/District Disability Integration Coordinator for assistance with questions or concerns about accessibility.

This job tool uses information from the US Access Board's *ADA Accessibility Guidelines* and the *Department of Justice (DOJ) Accessibility Checklist for Hotels*. It addresses basic requirements that must be met to support disaster-affected clients with disabilities.

Audience

Red Cross workers responsible for arranging for non-congregate sheltering.

Definition

Hotel/Motel: Includes hotels, motels, inns, other facilities which offer sleeping rooms for short-term stays (generally 30 days or fewer), or any entity which owns, operates, or leases to these places.

For simplification, this document uses "hotel/motel" to represent all non-congregate shelter sites except campgrounds.

Hotel/Motel Checklist

Red Cross workers complete this checklist when calling local hotels/motels to arrange for non-congregate sheltering, including rooms for clients with disabilities.

Hotel/Motel Name: _____

Street Address/City/State: _____

Phone: _____

Name/Position of Contact Person: _____

Total number of rooms: _____

Number of accessible rooms _____

Number of rooms with roll-in showers _____

Number of rooms for guests who are deaf or hard of hearing _____

Please ask each of the following questions, circling Yes or No as answered, and note in the comments any concerns or additional information provided by the hotel/motel representative.

1. Are any wheelchair-accessible rooms or service delivery areas located above the ground floor? **Yes** **No**
 - a. If Yes, is there an accessible elevator large enough for wheelchair access? **Yes** **No**
 - b. Does the facility have access to backup power? **Yes** **No**
 - c. Are there two areas of rescue assistance (or areas of refuge) that are 30"x48" and linked to the primary entry by intercom at each required exit on levels above or below the ground floor? **Yes** **No**

Notes: _____

2. If parking is provided for the public, are an adequate number of accessible spaces provided? (Consult table below) **Yes** **No**

Notes: _____

Parking Spaces
U.S. Access Board ADA Accessibility Guidelines

Total Number Spaces Provided	Minimum Number Accessible Spaces Required
1-25	1 van
26-50	2 std. + 1 van
51 - 75	3 std. + 1 van
76-100	4 std. + 1 van
101-150	5 std. + 1 van
151-200	6 std. + 1 van
201-300	7 std. + 1 van
301-400	8 std. + 1 van
401-500	9 std. + 2 van
501-1000	2% of total spaces
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000
Standard accessible parking space is 8 feet minimum with a 5-foot access aisle	* One in every 6, or fraction of 6, accessible parking spaces must be a van-accessible space with a minimum 8-foot wide access aisle

3. Does the main entryway have a door that is accessible to users of manual and motorized wheelchairs, motorized scooters, or other mobility equipment? **Yes** **No**

Notes: _____

- a. If No, is there an alternative accessible entrance? **Yes** **No**

Notes: _____

4. Is there at least one route from arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) to the hotel/motel main entry (or alternate accessible entry) which does not require the use of stairs? **Yes** **No**

Notes: _____

5. Is there an accessible route to all common areas, including those for food service, self-serve laundry, fitness center, swimming pool, and other amenities? **Yes** **No**

Notes: _____

6. Are accessible rooms for the deaf or hard of hearing equipped with the following:

- a. Visual notification device for door knocks and phone calls (Cannot be same strobe as the fire alarm strobe unit)? **Yes** **No**
- b. Visual smoke alarm if audible smoke alarms are provided in guestrooms? **Yes** **No**
- c. Visual fire alarm (strobe) linked to building-wide fire alarm system, if such system is provided? **Yes** **No**

STOP: If the answer is NO to any Question 1-6, the hotel/motel cannot adequately accommodate most individuals with disabilities. In accordance with Red Cross policies against discrimination, if our clients with and without disabilities cannot be accommodated in the same hotel/motel, this location should not be used unless no other alternative exists. In those instances, Sheltering, Disaster Health Services, and Disability Integration work together to provide solutions for accommodation or modification necessary to meet a client's access and functional needs.

If you are satisfied that a hotel/motel can adequately accommodate individuals with disabilities, or that no alternative hotel/motel is available, proceed to Questions 7-9.

7. If a building has an audible fire alarm system, do each of the following locations in the hotel have a visual alarm/strobe light mounted on the wall at 80" above the floor to alert deaf or hard of hearing persons about emergency situations?
- a. Lobby/front desk: **Yes** **No**
 - b. Public corridors: **Yes** **No**
 - c. Restaurants, other food service areas, and vending/ice machine areas: **Yes** **No**
 - d. Ballrooms and meeting rooms: **Yes** **No**
 - e. Public and employee restrooms: **Yes** **No**
 - f. Gift shops, newsstands, and other retail shops: **Yes** **No**

If the hotel does not have an audible fire alarm system, or any of the above locations do not have a visual alarm/strobe light as described, how will the hotel/motel alert deaf or hard of hearing guests when the fire alarm is activated, whether for a drill or actual event?

Are any accessible rooms not equipped with roll-in showers? **Yes** **No**

- a. If Yes, are showers equipped with grab bars, accessible shower controls and a folding or fixed shower bench? **Yes** **No**

- b. If grab bars and accessible shower controls are present, but client needs accessible seating, will the hotel/motel provide a portable shower chair immediately upon request?
Yes **No**

8. Are any accessible rooms equipped with only a bathtub? **Yes** **No**

- a. If Yes, are the bathtubs equipped with grab bars and accessible shower controls?

Yes **No**

- b. Will the hotel/motel provide a portable shower chair immediately upon request?

Yes **No**

If a client requests a shower chair, but this resource will not or cannot be provided by the hotel/motel in a timely manner, any non-virtual Red Cross worker with a Mass Care Procurement Card may purchase one. These items are usually readily available at local stores, such as Walmart, drug stores, and medical supply stores. If time allows, consult with the HQ Disability Integration Chief / District Disability Integration Coordinator, who may be able to locate a loaner or negotiate donations of needed equipment.

The virtual HQ Disability Integration Manager and District Disability Integration Coordinator are also available to assist with any other access issues which may arise once a client has checked into the hotel/motel. These may be barriers to transferring from a wheelchair to the bed or bathtub, getting around the hotel/motel, assistance with wayfinding for clients who are blind or have low-vision, and general safety.