



PROCEDURE FOR STRUCTURAL AND PROGRAMMATIC ACCESS FOR PERSONS WITH DISABILITIES

AUGUST 23, 2022



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In order to evaluate compliance with the Equal Employment Opportunity Act, a semi-annual monitoring will be conducted to assess the physical facilities of the ALDL and the CGU/AJC offices, as well as the facilities of the projects where participants will be placed. This procedure should be used as a guide by the Manager of the One-Stop Center, the Interagency Program Coordinator, the Program Supervisor, and the Manager of the Las Marías Affiliate Office to ensure compliance with the guidelines of the Workforce Development Program (WDP) and the Civil Rights Office (CRC).

This guide was prepared to detect situations that may affect participants visiting the Center. The Equal Opportunity Officer will ensure that the guidelines dictated by the Workforce Development Program and the Civil Rights Office (CRC) are followed.

To comply with the process, the Equal Opportunity Officer must follow the established guide for these purposes. This guide will help detect issues, which should be corrected as soon as possible.

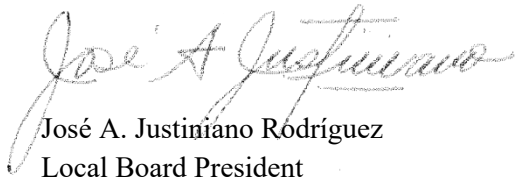
De haber algún señalamiento se le entregará copia a:

- Executive Director
- Manager of the One-Stop Center
- Interagency Program Coordinator
- Program Supervisor
- Manager of the Affiliate Office

These individuals will maintain a file of the Center's evaluations and their follow-up. The Managers of both offices and the Program Supervisor should conduct periodic reviews of the areas to ensure compliance with the Equal Employment Opportunity Act before the Equal Opportunity Officer conducts the monitoring. If any situation is detected, it will be verified with the Local Officer for immediate correction.

This procedure is amended and will take effect from the date of its approval. In Mayagüez, PR., today, August 23, 2022.

Approved by:


José A. Justiniano Rodríguez
Local Board President

5 Calle Dr. Ramón E Betances S, Mayagüez, PR 00680-4074

Tel: (787) 834-8010 / (787) 834-8011

TTY: 787-834-8022 (Annex Office CGU) TTY 787-834-8019 (Centro de Gestión Única)

Emails: aldmayaguez@gmail.com

aldmayaguez@outlook.com

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"We have Support Services for People with Disabilities upon request"

Self-Evaluation Guide for Accessibility in One-Stop Centers

This self-evaluation guide for accessibility in the One-Stop Center and the Las Marias Affiliate Office should be completed by Managers or the Property Manager. It will be used to conduct evaluations in the designated offices and to request technical assistance in aspects of accessibility, ensuring that each center meets the requirements to provide optimal service to persons with disabilities.

	Complies	Doesn't Comply
1. Access Ramps	<input type="radio"/>	<input type="radio"/>
2. Emergency Exits	<input type="radio"/>	<input type="radio"/>
3. Safety Railings	<input type="radio"/>	<input type="radio"/>
4. Doors	<input type="radio"/>	<input type="radio"/>
5. Entrances	<input type="radio"/>	<input type="radio"/>
6. Hallways	<input type="radio"/>	<input type="radio"/>
7. Service Office	<input type="radio"/>	<input type="radio"/>
8. Restrooms	<input type="radio"/>	<input type="radio"/>
9. Drinking Fountains	<input type="radio"/>	<input type="radio"/>
10. Parking	<input type="radio"/>	<input type="radio"/>
11. Accessible Public Phones	<input type="radio"/>	<input type="radio"/>
12. Access to Mechanized Systems	<input type="radio"/>	<input type="radio"/>
13. Signage for the Blind	<input type="radio"/>	<input type="radio"/>
14. Emergency Signage for the Deaf	<input type="radio"/>	<input type="radio"/>
15. Elevators	<input type="radio"/>	<input type="radio"/>
16. Light Switches	<input type="radio"/>	<input type="radio"/>
17. Non-Slip Surfaces	<input type="radio"/>	<input type="radio"/>
18. Fire Extinguisher Height	<input type="radio"/>	<input type="radio"/>
19. Adjustable Height Tables	<input type="radio"/>	<input type="radio"/>
20. Evacuation Plan	<input type="radio"/>	<input type="radio"/>

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Specifications

1. *Minimum width of 36", 1 foot of length for each inch of height.*
2. *Safety locks on doors that open outward from the building or service area.*
3. *Height of 32"; the handrail should be placed 1.5" away from the wall. Handrails and railings should extend 12" at the beginning and end of the access ramp.*
4. *Minimum width of 36". Maximum pressure to operate manual doors, 5 lbs. Lever-type handles at a height of 32". Each door must be labeled in Braille.*
5. *Minimum width of 48".*
6. *Must be free of obstacles and have a minimum width of 48".*
7. *Door and access hallway of 36", office with complete walls. Minimum area of 100 square feet.*
8. *One per gender; 34" wide doors on cubicles; 36" space in front of toilets; toilets 36" high; toilet paper dispenser at 19" height; urinals 17" from the floor to the bottom, with a depth of 48"; sinks 29" from the floor to the bottom, with lever-type shutoff valves. Automatic hand dryers at 40" height from the floor.*
9. *Water fountain 33" from the floor to the water spout. Front and side valve control.*
10. *One handicapped parking space for every 25 regular spaces; 13' wide and 25' deep.*
11. *Phones accessible to participants. Must be within reach of wheelchair users.*
12. *Computers must have a 17" diagonal screen monitor and a trackball for screen cursor movement.*
13. *Braille signs for the blind.*
14. *Illuminated signs for the deaf indicating the emergency exit route.*
15. *Must be large enough for a wheelchair user to enter and turn 360°.*
16. *Light switches must be within reach of wheelchair users.*
17. *Ramps and stairs must have non-slip surfaces.*
18. *Fire extinguishers must be placed in accessible locations and at a reasonable height for wheelchair users to reach if necessary.*
19. *Work tables must have adjustable tops so a wheelchair user can reach and work comfortably.*
20. *Evacuation Plan – the agency has an up-to-date Evacuation Plan.*

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Conclusions/Recommendations

1. Areas that do not comply with the specifications:

2. Action Plan (recommendations) to comply with the specifications:

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CERTIFICATE OF TRANSLATOR

Smile Again Learning Center, Corp., certifies that a fluent translator in English and Spanish translated this document, that the above is a true and correct translation of the original document provided, in our best judgment, the translated text truly reflects the content, meaning, and style of the original text and constitutes in every aspect a complete and accurate translation of the original document. This is to certify the correctness of the translation only. We do not make any claims or guarantees about the authenticity or content of the original document. Further, Smile Again Learning Center assumes no liability for the way in which the translation is used by the customer or any third party, including end-users of the translation. Any translation into another language shall be deemed

Procedure for structural and programmatic access for persons with disabilities

Page PAGE as reference and the original version shall prevail in any case. A copy of the translation is attached to this certification.

In Isabela, Puerto Rico, June 30, 2024

Aledawi Figueroa Martínez
President
Smile Again Learning Center, Corp.
(787)872-5151 / (787)225-6332
widy.figueroa@smileagainpr.com
www.smileagainpr.com