Mental Health Accommodations Checklist



Human rights laws require employers to make “reasonable accommodations” for employees with disabilities. Here’s a Checklist of potential accommodations that may be necessary to make for employees who have mental health issues or conditions. This isn’t meant to be an exhaustive list and while deleting items isn’t advisable you should feel free to add to it if you provide or are open to additional accommodations.

GENERAL AWARENESS & SENSITIVITY

POTENTIAL ACCOMMODATIONS	**YES**	**NO**	**COMMENTS**
Offer employees stress management training to develop relaxation, mindfulness and resiliency skills			
Use of natural light, plants, ventilation, flexible spaces and other elements to provide a mentally healthy physical work environment			
Inform employees of available resources such as free relaxation APPs or company Employee Assistance Program (EAP)			
Implement anti-harassment, anti-bullying and psychological safety policies			
Sponsor awareness-building and anti-stigma campaigns			
Develop, implement and ensure employee awareness of workplace accommodations policies, procedures and protocols			
WORK ACCOMMODATIONS			
Telecommute or work from home arrangements			
Part-time work hours			
Job sharing arrangements			
Adjustments to the start or end of work hours, compensation time and/or “make up” of missed time			
Leave for reasons related to mental health, treatment or recovery			
Work hours off for therapy and other related appointments			
Flexible use of vacation time			
Work breaks based on individual needs rather than a fixed schedule			
More frequent breaks and/or greater flexibility in scheduling breaks			
WORKPLACE MODIFICATIONS & ACCOMMODATIONS			

POTENTIAL ACCOMMODATIONS	YES	NO	COMMENTS
Reduction or removal of distractions in the work area			
Use of room dividers, partitions or other soundproofing or visual barriers between workspaces to reduce noise or visual distractions			
Location of office/work space away from noisy or distracting machinery, equipment or operations			
Private offices or private space enclosures			
Reduction of workplace noise that can be adjusted, such as telephone volume			
Increased natural lighting or full spectrum			
Allowing use of music (with headset) to block out distractions			
Allowing beverages and food at workstations when necessary to mitigate the side effects of medications or disorders			
Allowing employees to keep a service animal where necessary to accommodate a mental (or physical) disability			
EQUIPMENT MODIFICATIONS & ACCOMMODATIONS			
Tape recorders to record/review meetings and training sessions			
Environmental sound or “white noise” machines			
Handheld electronic organizers, software calendars and organizer programs			
Laptop computers, personal digital assistants and office computer access via remote locations.			
Software that minimizes computerized distractions such as pop-up screens			
Increased natural lighting or full spectrum lighting			
Allowing use of music (with headset) to block out distractions			
JOB MODIFICATIONS & ACCOMMODATIONS			
Modification or removal of non-essential job duties or restructuring of the job to include only the essential functions			
Division of large assignments into smaller tasks and goals			
Additional assistance and/or time for orientation activities, training and learning job tasks and new responsibilities			
Additional training or modified training materials			
ACCOMMODATIONS IN SUPERVISION & MANAGEMENT			
Training of managers and supervisors in mental health awareness, communication skills and emotional intelligence			
Training of managers and supervisors to recognize and respond to warning signs of mental health issues			
Implementation of flexible and supportive supervision style that emphasizes positive reinforcement and feedback			
Written work agreements that include any agreed upon accommodations, long-term and short-term goals, expectations of responsibilities and consequences of not meeting performance standards			
Adjustments in level of supervision or structure, such as more frequent meetings to help prioritize tasks			
Open communication with managers and supervisors regarding performance and work expectations			
Additional forms of communication and/or written and visual tools, including communication of assignments and instructions in employee’s preferred learning style (written, verbal, e-mail, demonstration)			
Use of written tools such as daily “to-do” lists, step-by-step checklists, instructions and typed minutes of meetings			

POTENTIAL ACCOMMODATIONS	YES	NO	COMMENTS
Regularly scheduled meetings with employees to discuss workplace issues and productivity, including annual discussions as part of performance appraisals to assess abilities and promotional opportunities			