

S1630_1 Exhibit 4

Accessibility of Meetings Conferences and Seminars

Background

Under the Rehabilitation Act of 1973, as amended (Rehab Act), and the regulations in the Americans With Disabilities Amendments Act of 2008 (ADAAA), which are applicable to the Rehab Act, the agency must assure accessibility for employees with disabilities in its facilities, programs, and services for SSA meetings, conferences, and seminars held in public or private facilities. Below are guidelines for meeting this requirement:

A. Parking

Where parking is available on or adjacent to the site and provided for all employees, one 12-foot-wide space must be set aside for the car of each mobility-impaired attendee. Where parking is not available on or adjacent to the site, valet parking or other alternative means to assist a mobility-impaired attendee may be used as an accommodation for one-time meetings, conferences, and seminars.

To arrange parking for meetings and events at the SSA headquarters complex, contact the Parking and Credentialing Office (PCO) by e-mail at parking.and.credentialing@ssa.gov. When the event is located at Security West, Wabash, Woodlawn Office Complex (WOC), National Computer Center (NCC), Supply Building, or Child Care Center, to arrange parking, contact the PCO as early as possible. For other SSA locations nationwide, contact your local parking and credentialing office.

B. Entrances

Entrances shall include at least one accessible entrance from street or sidewalk level, and at least one accessible entrance from any parking level. The entrance shall be level or accessible by ramp with an incline that allows for independent negotiation by an attendee using a wheelchair or other individual with a mobility impairment. Entrance doorways shall be at least 30 inches in clear width and capable of operation by any attendee with a disability.

C. Meeting Rooms

Meeting room access from the main entrance area must be level or at an independently negotiable incline or served by elevators from the main level. Elevators shall be capable of accommodating a wheelchair 29 inches wide by 45 inches long. Doorways to meeting rooms shall be at least 30 inches in clear width. The interior of the meeting room shall be one level or ramped so that attendees using wheelchairs are able to negotiate

independently. Stages and speaker platforms, used by persons in wheelchairs, must be accessible by ramps or lifts. If fixed seating is utilized, seating arrangements for persons in wheelchairs must be made so that the persons are incorporated into the group.

D. Restrooms

Restrooms shall have level access, signs indicating accessibility, and doorways shall be at least 30 inches in clear width. Sufficient turning space within the restrooms shall be provided for independent use by persons in wheelchairs measuring 29 inches wide by 45 inches long. A space of 60 inches or 63 inches by 56 inches of unobstructed floor space is acceptable by standard. There will be a restroom for each sex or unisex restrooms where at least one toilet shall be capable of accommodating a wheelchair 29 inches wide by 45 inches long with out-swing doors or a privacy curtain. Wall mounted grab bars are required.

E. Eating Facilities

Eating facilities in the meeting facility must be accessible under the same general guidelines as are applied to meeting rooms. Food service areas must allow sufficient room for independent wheelchair movement and accessibility to food.

F. Overnight Facilities

When overnight accommodations are required, there shall be sufficient accessible guest rooms to accommodate attendees with a disability within the facility where the meeting, conference, or seminar is being held or in a facility housing the other attendees that are located nearby. Overnight facilities shall provide for the same minimum accessibility requirements as stated above. Guest rooms for persons with a disability shall be provided at the same rate as guest rooms for other attendees.

G. Water Fountains

Water fountains shall be accessible to persons with disabilities or have cup dispensers for use by persons using wheelchairs.

Accessibility Considerations for Attendees with Visual Impairments or Who are Deaf and Hard of Hearing

- Persons planning meetings, conferences, or seminars should include in all announcements, flyers, and other materials pertaining to the meeting, conference, or seminar a notice indicating that the sponsoring component will make services available to attendees who have visual impairments or who are deaf or hard of hearing, if requested. The notice shall be provided within ten (10) business days of the date of the meeting, conference, or seminar. The announcement should include a specific contact person with address, telephone number, and e-mail address. The telephone number should include a

TTY number for the deaf and hard of hearing or information about Federal Relay services.

- Sponsoring organizations shall ensure that meeting rooms are adequately illuminated so deaf or hard of hearing attendees as well as individuals with visual impairments can see the interpreter or use large print materials as needed.
- SSA will provide services at no cost to the individual with a disability. The following services shall be provided upon request:
 - SSA will provide qualified sign language interpreters or Communication Access Real-time Translation (CART) services for attendees who are deaf or hard of hearing.
 - Readers and materials in alternate format (e.g., Braille, large print, or taped) shall be provided for attendees who are blind or visually impaired.