Workplace Accommodations

**Attendance:**
- Flexible scheduling, e.g., earlier or later starting time
- Modified break schedules
- Leave for therapy appointments
- Work from home, flex space
- Part-time, job sharing
- Not requiring work time outside of typical hours

**Concentration:**
- Reduce distractions – sound panels, white noise, ear buds, music, and organizers to reduce clutter
- Increase natural lighting, use full spectrum lighting
- Allow lamps instead of fluorescent lights which make noise
- Modify way instructions and feedback are given, written versus auditory or record instructions
- Restructure job temporarily, focus on essential functions
- Assign one task at a time
- Divide larger tasks into smaller ones
- Provide written checklists
- Use color-coding schemes to prioritize tasks
- Use memory aids, email applications
- Use calendars with automatic reminders
- Allow extra time to learn tasks

**Emotional:**
- Encourage use of stress management techniques
- Allow presence of a support animal
- Allow telephone calls to people who provide support
- Refer to EAP

**Fatigue:**
- Flexible scheduling
- Goal-oriented workload
- Reduce workplace stress
- Allow for walks outside
- Provide a place for a rest period

**Co-Worker Interactions:**
- Encourage employee to walk away from frustrating situations
- Provide opportunities for privacy
- Provide mental illness awareness training to coworkers and supervisors
- Meet regularly

**When it’s a Family Member:**
- Treat like other illnesses - may need time off to take loved one to treatment
- Refer to EAP
- Refer to NAMI classes and support groups