Autism Spectrum Disorder

ASD is a neurodevelopmental disorder that is characterized by persistent deficits in social communication and social interaction.

Accommodation Ideas ** Job Accommodation Network (JAN) - United States Department of Labor
https://www.dol.gov › ODEP › ODEP Research and Technical Assistance Resources

Speaking/Communicating:
- *Provide advance notice of topics to be discussed in meetings to help facilitate communication*
- *Provide advance notice if employee is required to speak*
- *Allow employee to provide written response in lieu of verbal response*

Atypical Body Movements:
- *Provide structured breaks to create an outlet for physical activity*
- *Allow use items such as hand-held squeeze balls and similar objects*

Time Management:
- *Divide large assignments into several small tasks*
- *Provide a checklist of assignments*
- *Use a wall calendar to emphasize due dates*

Auditory Distractions:
- *Purchase a noise canceling headset*
- *Provide a white noise machine*
- *Relocate employee's office space away from audible distractions*

Visual Distractions:
- *Install space enclosures (cubicle walls)*
- *Reduce clutter in the employee's work environment*
- *Relocate employee's office space away from visual distractions*

Organization and Prioritization:
- *Develop color-code system for files, projects, or activities*
- *Use weekly chart to identify daily work activities*
- *Assign a mentor or supervisor to help employee to prioritize tasks*
- *Provide a "cheat sheet" of high-priority activities, projects, people, etc.*

Memory:
- *Provide written instructions or verbal cues*
- *Use a flowchart to describe the steps involved in a complicated task (such as powering up a system, closing down the facility, logging into a computer, etc.)*
- *Provide pictorial cues*
- *Use post-it notes as reminders of important dates or tasks*
- *Safely and securely maintain paper lists of crucial information such as passwords*
- *Allow employee to use voice activated recorder to record verbal instructions*
- *Provide employee directory with pictures or use nametags and door/cubicle name markers to help employee remember coworkers' faces and names*

Issues of Change:
- *Recognize that a change in the office environment, job tasks, or of supervisors may be difficult for a person with autism*

Interacting with coworkers:
- *Provide sensitivity training to promote disability awareness*
- *Help employee "learn the ropes" by providing a mentor*
- *Make employee attendance at social functions optional*
- *Allow alternative forms of communication between coworkers, such as e-mail, instant messaging, or text messaging*

Sensory Issues:
- *Fragrance sensitivity:*
  - *Maintain good indoor air quality*
  - *Modify workstation location*
  - *Allow for fresh air breaks*
  - *Modify or create a fragrance-free workplace policy*
- *Fluorescent light sensitivity:*
  - *Move employee to a private area to allow for personal adjustment to appropriate lighting*
- *Noise sensitivity:*
  - *Move employee away from office machinery, equipment, and other background noises*
  - *Provide an environmental sound machine to help mask distracting sounds*
  - *Provide noise canceling headsets*