I. POLICY

Eastern Virginia Medical School (EVMS) is committed to ensuring equal access to information, digital content, websites, webpages, microsites, web functionality, web applications, and social media channels for all individuals. This policy establishes the standard for ensuring that all EVMS Websites are in compliance with state and federal web accessibility laws and guidelines, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

II. DIGITAL ACCESSIBILITY STANDARDS

EVMS has adopted level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.1 (the "Guidelines"). All websites, microsites, webpages, web applications and social media channels owned and managed by EVMS, including those created for EVMS by a vendor ("EVMS Websites") must ensure that content on their webpages is accessible in conformance with the Guidelines ("Accessible").

This includes digital documents (e.g., Microsoft Word, PowerPoint, PDF) created and edited by EVMS departments and published on EVMS Websites or disseminated via electronic communication (e.g., email, instant messaging, social media accounts, forums).

III. PROCEDURE

A. <u>EVMS Websites Accessibility Deadlines</u>. All new content on EVMS Websites, and all content or features therein, or those that undergo revision, must be Accessible. EVMS Websites launched or revised prior to December 14, 2022, shall be made Accessible upon request. Procedures for compliance with the Guidelines are located on the EVMS Accessibility website. In addition, assistance with accessibility compliance can be obtained by contacting accessibility@evms.edu.

B. <u>Procurement</u>. All EVMS Websites created by outside vendors must be Accessible. Departments involved in the review and testing, requisitioning, and approval of vendor products or services for EVMS Websites must require an Accessibility Conformance Report or other documentation demonstrating accessibility compliance or a roadmap to achieve compliance.

C. <u>Departmental Review</u>. Each department is responsible for ensuring that the EVMS Websites moderated by the department meet the disability accessibility standards outlined above. Departments must regularly evaluate their content and websites, and remediate anything that is not in compliance with digital accessibility standards. Accurately evaluating the accessibility of EVMS Websites and any digital content therein must include a combination of automated testing and manual testing employing assistive technology, as outlined in the Digital Accessibility Guidelines. Assistance with evaluating accessibility may be requested by contacting accessibility@evms.edu.

D. Digital Accessibility Advisory Group. This policy establishes the Digital Accessibility Advisory Group (the "Advisory Group"), which is comprised of a group of representatives from departments across EVMS. The Advisory Group will meet regularly to discuss accessibility procedures, issues, requests for exceptions, changes in laws or guidance, and policy updates as needed. The Advisory Group shall make recommendations to Institutional Compliance for the removal of non-compliant EVMS Websites or digital content therein.

E. Reporting Non-Compliance. Individuals who believe that an EVMS Website or any related content does not meet the digital accessibility standards may report suspected non-compliance to accessibility@evms.edu.

F. Exceptions. From time to time, a department may believe that they will be unable to meet the digital accessibility standards, and may request an exception. To request an exception, the department website moderator must complete the Digital Accessibility Exception Request form found on the EVMS Accessibility website.