

WINDOW COVERINGS FOR DOORS

PART 1 – GENERAL

The provided text outlines the legal, safety, and operational risks of allowing employees to install their own window coverings on office doors and proposes a standardized, institutionally controlled solution.

A. Core Risks of Self-Selected Coverings

1. **Safety & Oversight:** Unregulated coverings impede emergency response, hinder supervisory oversight, and may create "blind spots" that conceal misconduct or harassment.
2. **Legal & Discrimination:** Allowing ad-hoc choices leads to inconsistent treatment. This opens the College to disparate treatment claims under the **ADA** and Michigan's **PWDCRA**, or "regarded as" disability claims if coverings are handled inconsistently.
3. **Compliance:** Personal materials may violate fire codes, interfere with door hardware, or clash with institutional design standards.

B. Accommodation Requirements

1. The College has a legal duty to provide **reasonable accommodations** for disabilities (e.g., sensory sensitivities, PTSD, anxiety) and maternity-related needs (e.g., lactation privacy).
2. A standardized option provides a neutral way to meet these needs without creating a safety hazard or a "hardship" for the institution.

C. The Recommended Solution: Standardization

The report concludes that the College should permit **only institutionally approved, standardized coverings**. This approach balances privacy with institutional integrity by:

- a. **Ensuring Uniformity:** Using consistent materials and opacity levels to maintain a baseline of visibility for safety checks while providing necessary privacy.
- b. **Formalizing the Process:** Directing employees who need privacy beyond the standard option to the formal **ADA interactive process**.
- c. **Mitigating Liability:** Applying a single, neutral policy across all departments to eliminate claims of favoritism or arbitrary enforcement.

PART 2 – PRODUCTS AND EXECUTION

Product selections and installation means are governed by Schoolcraft College Construction & Design.

Door Window Covering Options

- **Clear Glass:** Standard offering / no covering.
 - **Requires no administrative approval.**
- **Opaque Film:** Reasons for use vary.
 - **Requestor must have administrator's approval to authorize install prior to Construction & Design (DCD) work request submission.**
- **Blackout Film:** Intended for SCPD offices and spaces used by nursing mothers.
 - **Requestor must have administrator's approval to authorize install prior to Construction & Design (DCD) work request submission.**
- **Felt Roll Up Shade:** This is a suitable substitute for Opaque Film and Blackout Film options.
 - **Requestor must have administrator's approval to authorize install prior to Construction & Design (DCD) work request submission.**

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