

## Exhibit 7

The Manor at Seneca Hill  
Adult Day Health Services  
Policy and Procedure

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**To:** Adult Day Health Services  
**From:** Director of Adult Day Health Services  
**Subject:** Physical Environment

**Statement of Policy:**

The Manor at Seneca Hill Adult Day Health Services Program will be held in an environment that is physically safe, clean, and appropriate to meet the needs of the participants.

**Procedure:**

1. The physical environment is constructed, equipped and maintained to protect the health and safety of participants, personnel, and the public. A comfortable and sanitary environment will be maintained. Lighting shall be at a comfortable level.
2. The environment is equipped with a fire alarm system including fire pull stations, fire extinguishers, clearly marked fire exits, and an enunciator panel, which will indicate the location of any fire in the Manor at Seneca Hill building. In addition, a fire evacuation plan has been written specifically for the Adult Day Health Services program participants and staff to ensure safe evacuation techniques.
3. The center is equipped with a handicap-accessible entrance, which includes freedom from steps, an electronic, handicap-accessible door, and a reception area to monitor the front entrance to assess needs of participants entering and/or leaving the program site.
4. Signage throughout the program site is appropriate for both sighted and un-sighted participants/visitors.
5. Bathrooms are handicap equipped with grab bars next to all toilets and are large enough to accommodate a wheelchair.
6. A quiet room is available for any participant who wishes to lie down or find refuge from noise, light or other environmental factors in the main activity room.

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7. The housekeeping staff of the Manor at Seneca Hill will provide environmental and janitorial services. The Adult Day Health Services area will be cleaned on a daily basis and will be maintained in a clean and sanitary manner.
8. There is no smoking in the Adult Day Health Services area. Smoking is restricted to outdoor areas only.
9. Chairs are provided which are constructed for the participant's maximum comfort level. Whenever possible, participants will be assisted out of their wheelchair and into a straight back chair for better positioning and comfort.

3/25/13  
Date

  
Director, Adult Day Health Services

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