

Kinder HSPVA On Campus Senior Recital/Show Procedures

Overview:

- These guidelines are required to be followed for any recital or performance that will have outside guests. A maximum of 30 outside guests will be allowed for Senior Recitals. This applies regardless if the recital takes place in the Recital Hall, Studio Theatre, Black Box, or Denney. For example, a vocal recital featuring two recitalists would take place in the Recital Hall and each senior would be allowed up to 15 outside guests to attend.
- All recitals and performances will be live streamed.

Outside Guests:

- A list of outside guests must be submitted to both the Art Area Chair and Mr. Tellez at least 1 week prior to the event. Only names on these lists will be permitted to enter the day and time of the performance. Once reviewed, lists will be sent to Ms. Garcia for check-in.
- These lists are also kept if contact tracing would need to occur due to a possible positive case.
- Outside guests from the same household may be seated together in the performance venue. In all other cases there will be a minimum of three seats between and one empty row between each household or individual. There will be markers to help indicate which seats to and to not sit in.

Recital Check-In Process:

- Outside guest lists are on file with both Art Area Chairs and Administration and a copy has been given to Ms. Garcia in the main office.
- Ms. Garcia is on duty until 6 PM each day and will be able to buzz guests into the garage and complete temperature checks at the 1st floor main office. Please note that if she is out for any reason, this duty will fall on a member of the art area department or other staff volunteer. Art Area staff or volunteers are responsible for all steps after guests are buzzed in and temperature checked by Ms. Garcia.
- Here are the steps for guest arrival and departure:
 - 1. Outside guests arrive on campus and may enter either through the main entrance or may park in the garage by buzzing in and taking the elevator to the first floor. We are allowing guests to use our parking garage because the numbers are low enough to manage. Guests will be asked to provide their name to be checked off the list as they enter.
 - 2. All guests will have their temperatures taken at the main office.
 - 3. They will then proceed to the performance venue to await entry into the recital/performance.
 - 4. Art Area faculty/staff will assist direct guests to their assigned seating.

- 5. Following the performance, guests will be directed to the main entrance or parking garage. If guests parked in the garage and need to use the elevator to go down to the garage instead of using staircase D, then art area faculty/staff will need to use a scan card to let them down the elevator.
- 6. Gatherings are not permitted on campus following a recital and art area faculty and staff should remain until all guests and students have exited the building. Lucy Salazar is our evening custodian and will be available if needed at anytime during the whole process.

Outside Guest/Audience Guidelines:

- All outside guests must have their temperature checked as they enter the building
- All outside guests are required to wear masks at all times while on campus.
- Social distancing is always required, including while waiting to enter a performance venue.

Performer Guidelines:

- Student performers are required to adhere to the same COVID-19 safety protocols as guests which include:
 - Temperature checks when arriving on campus.
 - Masks must always be worn. They may be removed at the time of performance if necessary (Example, Vocalists, Wind Instrumentalists, etc.)
 - When performing in any venue, social distancing of 6 feet minimum must be maintained on stage.