

Kinder HSPVA On Campus Large Performance Procedures

Overview:

- These guidelines are required to be followed for any large concert or performance that will have outside guests. All performance venues are limited to 25% outside guest capacity at this time (200 in Denney, 50 Recital Hall, 50 Studio Theatre, and 50 Black Box).
- All concerts and performances will continue to 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.
 - For example, if the Orchestra were to limit their students to two outside guests per student, then those names would need to be collected in advance. A google form is recommended to easily collect guest names from students.
- 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.

Performance 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 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 through the main entrance. Guests will be asked to provide their name to be checked off the list as they enter. The parking garage will be limited to guests with mobility issues and all other guests must utilize street parking around campus.
 - 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 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.
- 6. Gatherings are not permitted on campus following a performance 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 any time during the entire 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.