**RESOURCES FOR STAYING-AT-HOME AND CLINIC REMOTE WORK:[[1]](#footnote-1)**

1. **Improving your home internet connection** (just rebooting before class can help)
	1. See <https://idfive.com/ideas/working-home-speed-internet-connection-10-tips/>
	2. UB’s tech folks say that kitchen microwaves can interfere with WiFi. Try limiting microwave use when on Zoom and googling your internet provider’s instructions on possibly changing your WiFi router from the microwave frequency of 2.5 Ghz to 5Ghz.
	3. Getting WiFi[[2]](#footnote-2)
		1. Free hotspots – find the Xfinity map online: Here’s the WiFi hotspots info and map:  [https://WiFi.xfinity.com/?fbclid=IwAR3FHmoHfpbX3a4MLBX5BywO3NJGyiDteqgP3lACUWoNQmtQ2fZvSS6QrFQ](https://wifi.xfinity.com/?fbclid=IwAR3FHmoHfpbX3a4MLBX5BywO3NJGyiDteqgP3lACUWoNQmtQ2fZvSS6QrFQ)
		2. Comcast's Internet Essentials program, free Xfinity Wi-Fi hotspots, and other stuff: <https://corporate.comcast.com/covid-19>
		3. Charter Communications' free Spectrum internet program for anyone with students in the home: <https://www.spectrum.net/support/internet/coronavirus-internet-offer-students/>
		4. A collection of additional options, and some info about the Keep Americans Connected Pledge that every internet provider has signed, and what it means here: <https://www.highspeedinternet.com/resources/internet-guide-during-coronavirus-outbreak>
2. **Working productively from home:** see the attached fantastic tip sheet from Prof. Neha Lall! And consider:
	1. White noise YouTube videos, recordings/apps, or earplugs.
	2. Schedule in **frequent short breaks,** along with **meals, exercise, and specified times for new checks, socializing, and relaxation**. (mytomatoes.com sets a timer for 25 minutes of work, then 5 minutes of break.)
	3. Get dressed every day - and do other things that make you feel like you!
	4. Time management is challenging in this environment. Assume tasks will take longer than expected.
	5. Consider the following four levels of scheduling and managing your time:[[3]](#footnote-3)
		1. Break your time into 25-minute chunks and set a goal for each time chunk. Take a break for 5 minutes and start again. See above for a timer.
		2. Create a daily to do list include top priorities for the day. Keep them concrete and in order of priority.
		3. Create a weekly calendar.
		4. Create a semester to do list with deadlines and intermediate deadlines.
3. **Career development from your couch**
	1. Read LCDO’s emails –full of good news and opportunities.
	2. Talk to the Asst. Dean of Students/Office of Academic Support: one-click appointments if you email khickey@ubalt.edu
	3. Volunteer with an attorney and get legal experience from home: <https://www.americanbar.org/groups/center-pro-bono/publications/pro-bono-exchange/2020/law-students-available-for-pro-bono-support-during-covid-19-pand/>
	4. ABA student memberships start at $0: <https://www.americanbar.org/membership/>
	5. Maryland State Bar Association (MSBA) offers online trainings, small firm management tips, and more. More seem to be free these days to non-members (memberships start at about $115 - I did not see law student rates but they may exist).
	6. Other bar associations that may be of interest: <https://www.msba.org/for-members/resources/local-specialty-bars/>
	7. Sign up for daily emails about MD legal news from The Daily Record, free to UB Law Students through the UB Library <http://law.ubalt.edu/library/research/index.cfm#news>
	8. For any area of law, look around for blogs, newsletters, and other websites that can help you explore and discover topics you care about.
4. **Stay connected to the UB Law community: just a few ways below.**
	1. Office of Academic Affairs really wants to hear from you. Submit any questions, concerns, and ideas so that we can help to improve your educational experience during this challenging time. You can even make one-click appointments if you email khickey@ubalt.edu
	2. UB Law students Facebook page: <https://www.facebook.com/groups/645812248871758/>
	3. UB official pages:
		1. <https://ublawaccolades.wordpress.com/>
		2. <https://www.facebook.com/UBaltLaw/>
		3. <https://www.facebook.com/ubstudentsupport/>
		4. <https://www.facebook.com/University-of-Baltimore-Law-Library-18697948537/>
5. **Exercising, Stress management and more**
	1. Free online exercise classes: see attached article
	2. A simple trick to physically reduce stress: breathe in for four counts, hold for 7 counts, breathe out for 8 counts. Repeat!
	3. Check out the free Smiling Mind app.
	4. 3 free Friday mindfulness sessions for the legal community: <https://www.law.miami.edu/academics/conferences-lectures/introduction-to-mindfulness-workshops>
	5. Wednesday sessions from the MD Bar Association: Wed. 2-3 pm <https://www.msba.org/weekly-covid-19-support-group-to-help-manage-stress/?utm_source=msba%20weekly&utm_medium=email>
	6. Free, confidential counseling - same as mentioned in class:
		1. Bar resources, available to law students without a membership: <https://www.msba.org/health-and-wellness/>
		2. UB resources:
			1. Video counseling: <http://www.ubalt.edu/digest/index.cfm?id=12962>
			2. 1-800-327-2251, <https://www.ubalt.edu/about-ub/offices-and-services/dean-of-students/sap/>
	7. Miscellaneous personal finance tips for these challenging times (this column is usually full of good ideas!): <https://www.washingtonpost.com/business/personal-finance/no-money-for-rent-or-mortgage-heres-what-to-do/2020/03/27/652a5a92-6fb4-11ea-aa80-c2470c6b2034_story.html>
6. **Stay connected to your clients:**
	1. Consider client confidentiality PR concerns as you remotely connect with your clients
	2. Facetime and Zoom both have share screen technology to let you discuss documents with your client face to face. FaceTime has end-to-end encryption so best for client confidentiality, but it only works if all parties to the call have an apple product. See how to enhance privacy with Zoom given privacy concerns.
	3. Use a google voice number if you do not want to share your cell number
	4. Share the above tips for better home internet connection
7. **Official Maryland Court information** Stay on top of Maryland courts’ operations during the government stay-at-home order.
	1. <https://www.courts.state.md.us/coronavirusupdate>
8. **Legal Systems Information**
	1. https://www.mdaccesstojustice.org/covid-19
9. **Official local information** on topics from supermarket senior hours, to temporary stays on water shut-offs and evictions, to free WiFi hotspots, to state health insurance enrollment information, and more
	1. MD state information: <https://www.annapolis.gov/faq.aspx?TID=48>
	2. <http://www.baltimorecitycouncil.com/content/council-presidents-covid-19-resources>
	3. <https://coronavirus.baltimorecity.gov/>
	4. <https://governor.maryland.gov/wp-content/uploads/2020/03/Executive-Order-Temp-Evictions-Prohibiting.pdf>
	5. MD state information: <https://www.annapolis.gov/faq.aspx?TID=48>
10. **Resources for clients**
	1. <https://www.partsofpeace.org/covid-19-response/> (available in English and Spanish). Hotline (for call-ins): 443.228.8859 – offering free personal hygiene articles for Baltimore City pickup or delivery.
	2. The Centro SOL Facebook page has lots of great resources on COVID-19, staying healthy, and community support for the Latinx community in Baltimore. Many of their posts are in both English and Spanish. <https://www.facebook.com/jhcentrosol>
11. Zoom confidentiality issues
	1. Enhance privacy of Zoom
12. Install any updates when that option pops up.
13. Consider these enhanced privacy options:  <https://teach.uiowa.edu/web-conferencingzoom/zoom-meeting-privacy-options>.  They involve using passwords for meetings; locking meetings once all attendees have joined; and keeping an eye on the participants (and removing any gate crashers).
14. Personalize settings, particularly for casework meetings, for instance:
	* To get to settings, click on your initials in the upper right corner of the Zoom window;  click on settings; click on “view more settings” at the bottom of the page.  This will open a much larger window, with many more options.
	* Click on “Meetings.”  (At the top)
		+ On this page, turn **ON** Require a password when scheduling new meetings; Require password for participants joining by phone; Prevent participants from saving chat; Allow host to put attendee on hold; Identify guest participants in the meeting/webinar; Waiting room (guest participants only); Show a “Join from your browser link”; Email notification when cloud recording is available & when the cloud recording is going to be permanently deleted from trash.
		+ Turn **OFF**, Join before host; Auto saving chats; Feedback to Zoom; Allow removed participants to rejoin.
	* Click on “Recordings”. (At the top)
		+ Turn **ON** Local recording; Recording disclaimer & Ask host to confirm before starting a recording; Multiple Auto notifications of recorded meeting
		+ Turn **OFF**, Automatic recording.
	* When you schedule a meeting, you have choices!
		+ Require a password
		+ Generate an original meeting id
		+ Under advanced options, set auto recording the meeting to **OFF**
		+ You can save one template for class meetings (auto-record) and a separate template for casework (no recording).  This option pops up when you schedule a meeting, and at that time, you can give the template a name.
1. Adapted from Professor Jaime Lee’s Memo to Community Development Clinic Students [↑](#footnote-ref-1)
2. Ideas from Profs. Lee and Katy Clemens [↑](#footnote-ref-2)
3. Adapted from https://mcgraw.princeton.edu/engaging-and-learning-online-undergraduates. [↑](#footnote-ref-3)