

**University of Washington School of Law – COVID 19 – Clinical Program
Guidelines for Operations**

To: Clinic Faculty, Staff and Students
From: Christine Cimini, Associate Dean for Experiential Education
cc: Dean Barnes, Dean of Students Endter, and Associate Dean Schumacher
Date: March 19, 2020

I. INTRODUCTION

On March 18, 2020, UW President Ana Mari Cauce announced that spring quarter will begin as scheduled on March 30, with remote instruction that will continue through the end of the quarter. As country-wide social distancing requirements continue to increase and evolve daily, the University believes this is the best course of action for reducing uncertainty and anxiety and establishing a reliable, high-quality method of instruction and academic progress for UW students through the spring. Our clinics will continue to serve clients with students' support in compliance with public health guidance for social distancing and good hygiene.

II. INFORMATION ABOUT CORONAVIRUS (COVID-19)

As public health officials continue to learn more about the potential spread of the coronavirus (COVID-19), the guidance remains fluid and rapidly-evolving. For updated information about coronavirus see: uw.edu/coronavirus or <https://coronavirus.jhu.edu/>.

For additional information about how to protect yourself see: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

III. GOAL OF GUIDANCE

The goal of this guidance is to ensure the health and safety of all UW faculty, staff, and students and reduce exposure and spread of the coronavirus, while at the same time maintaining our ethical and professional obligations to clients.

IV. GUIDANCE TO CLIENTS

The Clinic created a letter template for clients and community partners notifying them of our protocols to ensure continued representation of clients, in light of the law school's modified operations due to coronavirus (COVID-19). The letter explains our process to continue email and phone contact, court and administrative tribunal closure monitoring, and notification of these changes. Faculty for each clinic can

modify the template to their unique situation and determine how best to transmit the information to their clients and community partners.

V. OFFICE COMMUNICATION

a. Communication Between Clinic Faculty and Staff

Clinic faculty and staff should work remotely, when possible, and communicate by email or phone. Meetings can be scheduled through Zoom. And, a list of all faculty and staff home/mobile phone numbers can be found on UW G Suite [here](#).

b. Clinic Faculty Communication with Students

Each Clinic Faculty member should reach out to all students enrolled in their clinic to make sure that each student has access to a computer, the internet, and a phone. The law school can provide a laptop and access to students who are in need. If you have a student in need, please reach out to the Clinic Director, Christine Cimini at ccimini@uw.edu and the Assistant Dean of Students, Anna Endter at aendter@uw.edu.

c. Clinic Faculty and Staff Phone Messages

All faculty and staff should have their office phone forwarded to their mobile line or email or checked each day. All faculty should change the greeting on their phone message to indicate an extended absence and how often they will check messages. For information on how to move your UW phone to a mobile line or email, see Exh. 1.

VI. ACCESS TO THE BUILDING

Starting, Wednesday, March 18th, access to Gates Hall, the UW Law Building, will be closed to the public during regular business hours. University employees will continue to have electronic or key access to their work spaces, including the clinic.

If you, or a student, need to meet with a client, you will have to make arrangements to meet them at the entrance of the building at a specific time so that you can provide them access. However, see Section VII.b. regarding the protocol for in-person meetings. Students should not schedule in-person meetings with clients without the approval of their Faculty Supervisor.

VII. MAIL AND FAXES

Our approach to mail will follow the three stages below as we move through the unpredictable shifts of the remaining academic year.

a. Current Operations

John Clynych, picks up the mail from our PO box each morning (around 10:30 am) and sorts what we receive. Our campus mail is delivered at the end of the day. John will open all mail that is not a magazine or flyer and scan it into a document to the shared drive at J:\CLP\2020-03 Scanned Clinic Mail. Faculty should check this folder each day for incoming mail. See Exh. 2 for detailed mail instruction.

b. Backup Plan

If John is unable to pick up the mail for any reason he should send an email to the Clinic Director, Christine Cimini at ccimini@uw.edu and Jessica Preboski at preboski@uw.edu. We will find a way to have the daily mail scanned for faculty review.

c. Sending Mail from Home

The clinic will purchase stamps and forms to be mailed directly to each clinic director so that they will have a supply on hand. Faculty can then apply the necessary amount of postage for first-class mail or mailings with additional services and have mail picked up by a courier when necessary. When we resume normal operations, faculty will return any stamps that were not used. Staff will reorder additional stamps as requested.

d. Incoming and Outgoing Faxes

Incoming and outgoing faxes can be received/sent via fax.uw.edu. Directions on the current fax options are at Exh. 3.

VIII. CLIENT REPRESENTATION DURING THE PANDEMIC

In light of our professional responsibility to clients we will continue to operate as follows:

a. General

During this period of remote instruction, students and faculty should plan on working on cases remotely, to the extent possible.

Students, faculty, and staff should continue to monitor their emails and voicemails throughout the remote instruction or closure period. If the university is still open and an individual is ill or symptomatic, they should not be in public. They can continue to monitor their email and voicemail but should immediately forward all important messages to their clinic partner and/or faculty supervisor.

Students will not be penalized for failure to attend in-person meetings and moots with their clients should they feel symptomatic or ill, or determine it is in their best interests to remain isolated.

b. Meetings with Clients

In light of the different client populations and practices of each clinic, we do not have one rule regarding meetings with clients. The general rule is that all interactions should be done remotely. If there is no ability to communicate with a client by phone, Zoom, or mail and an in person meeting is absolutely necessary to advance the client's case, faculty, staff, and students should follow the protocol described below.

c. Court Appearances

- *Court Appearances*

If possible, students and faculty should seek continuance of pending matters. If a continuance is not possible, faculty will ask students if they want to appear. If the student wants to appear,

faculty and students will follow any guidance issued by the relevant systems and jurisdictions regarding convening in public spaces and will follow the protocol below. Students will not be required to appear in court if they feel ill or are symptomatic.

- *Ethical Issues*

Faculty should engage students in conversation about the ethical and practical dimensions of decisions around appearances.

- *Court and Administrative Tribunal Operations and Protocol*

Clinic staff will check daily to see if the following entities are closed or limiting access in some way and email that information to the Clinic Faculty and Students.

Clinic Staff will also share any court protocol for in person appearances.

9th Cir. Court of Appeals (9th Cir. Appellate Clinic)
Executive Office for Immigration Review (Immigration Clinic)
Federal District Court for the Western District of Washington (Immigration Clinic)
King County Dispute Resolution Center (Mediation Clinic)
King County Small Claims Court (Mediation Clinic)
Muckleshoot Family Court (Tribal Clinic)
Office of the Attorney General (Tech Law and Policy Clinic)
Tacoma Immigration Detention Center (Immigration Clinic)
Tulalip Tribal Court (Tribal Clinic)
United States Tax Court (Federal Tax Clinic)

IX. EXTERNSHIPS

Remote instruction poses a special challenge for students who were planning to complete some or all of their work at externship sites off-campus during spring quarter. The guidelines below were developed to ensure students' academic success while protecting the health of our community during this public health crisis.

- a. Remote Learning Addendum: All participants in a spring quarter 2020 externship must sign a Remote Learning Addendum to Individual Learning Agreement, describing the conditions of remote work during the externship.
- b. Limit on Remote Work: The usual requirement for students to complete the majority of their work hours at the externship site is waived due to the circumstances.
- c. Communication: Students and Site Supervisors must agree on a plan for regular communication, which includes substantial opportunities for students to ask questions, discuss tasks and assignments, and get specific feedback. These meetings must be conducted via live person-to-person contact. Ideally, these meetings would be conducted via video conference, but in the alternative, they can be via telephone. Video conferences can be conducted through Zoom, which every student has access to through their University account. Students can go to <https://washington.zoom.us/> to access their Zoom account with their UW NetID and password.

- d. Work hours: Generally, Students are encouraged to work a regular schedule, with hours approximately spread evenly throughout the quarter. However, given the unpredictability of the current situation, Students may, with the approval of their Site Supervisors, adjust their work hours, as needed, including frontloading hours to complete the externship work early. Adjustment of work hours do not need Faculty Supervisor approval.
- e. Illness: If Students are ill, they should not go to their externship site until they have recovered. Students should notify both their Site Supervisor and Faculty Supervisor immediately if they are unable to go to their externship site.
- f. Course Requirements: All assignments will be submitted online via Canvas and the externship seminar will be conducted online via Zoom.
- g. Changes After the Quarter Starts: At any time after spring quarter starts, if Students or Site Supervisors need to change any aspect of the externship, they should immediately notify the Externship Program Director. If a Student is unable to complete the requisite number of externship hours by the end of the quarter due to COVID-19 related issues, the Externship Program Director will assess each situation on a case-by-case basis.

X. HOW TO MANAGE SPRING QUARTER REMOTELY

While we originally hoped to be starting the spring quarter with in-person instruction, we are now operating remotely through spring quarter. Before the quarter starts, all faculty should:

- a. Update materials on Canvas;
- b. Confirm remote access to the J:drive;
- c. Confirm that your phone messages are being collected on a daily basis either through forwarding to your cell/home phone or email;
- d. Test and get familiar with Zoom as a way to schedule and host supervision sessions with students;
- e. Make sure that you are using the HIPAA Compliant version of Zoom to ensure confidentiality and appropriate encryption. See Exh. 4 for details about confidential zoom access;
- f. Test to make sure that you know how to use power point slides and handouts and reference other outside materials while using Zoom;
- g. Make sure that you have a method to provide access to any power point slides, handouts, or other reference materials to students;
- h. Confirm that you are able to link to Panopto to record classes;
- i. Create attendance policies for students who become ill or are unable to participate in the spring quarter of the clinic;
- j. Create a contingency teaching plan in the event you get sick or need to care for a loved one and are unable to complete the quarter.

XI. COMMUNICATION WITH STUDENTS PRIOR TO THE START OF THE QUARTER

All faculty should reach out to students enrolled in their clinics before the start of the spring quarter. Please make sure that your students complete the following and are ready to start the semester remotely:

- a. All students should make sure that they have access to their hard copy files or that they are scanned into the J:drive for remote access during the quarter – See Exh. 5 for information about remote access;
- b. All clinics that use Amicus to store client documents should make sure that their hard copy files are scanned into Amicus;
- c. Students should review all of their open cases and make sure that they case notes are up to date in case they become ill or are unable to finish out the remainder of the quarter for other reasons;
- d. Students should confirm that they have a way to communicate by phone with their clients;
- e. For clinics that use a voice mailbox, make sure that there is a protocol in place so that the mailbox is checked on a daily basis;
- f. Make sure that your students have access to a computer, the internet, and Zoom to allow remote participation in class and remote supervision;
- g. Make sure that students are using the HIPAA Compliant version of Zoom to ensure confidentiality and appropriate encryption. See Exh. 4 for details about confidential zoom access.;
- h. Students should provide their faculty member all relevant contact information in case of an emergency.

Any student who is unable to perform their clinic-related assignments due to illness or other circumstances relating to COVID-19 (e.g., caring for an ill family member) should notify their Faculty Supervisor and Jessica Preboski at preboski@uw.edu.

XII. SAFETY AND CONTAINMENT PROTOCOL IN EXIGENT CIRCUMSTANCES

All interactions between faculty, staff and students should be done remotely. If possible, events should be postponed. If postponement is not possible, meetings should happen remotely (via phone or Zoom). Only if exigent circumstances exist should in-person meetings be conducted.

If any faculty, staff or student believes that an in-person meeting is required, they must adhere to the following protocol.

- a. Before and after entering the clinic space, faculty, staff, students, and clients should wash their hands for at least 20 seconds, avoid touching one's own face, avoid touching others, and avoid contact with people who are sick.
- b. Maintain social distancing of at least 6 feet between individuals.
- c. Disinfect any equipment used during any meeting, both before and after, by wiping down equipment with Lysol wipes and using hand/spray sanitizer. Lysol wipes/spray and hand sanitizer will be placed in the clinic for use by faculty, staff and students.
- d. Any prior or planned domestic or international travel should be reported to the Clinic Director.
- e. Any faculty, staff or student experiencing flu-like symptoms (e.g. cough, fever, and/or shortness of breath) of any severity shall immediately reach out to a medical provider and report the illness to the Clinic Director.
- f. Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing, or having been in a public place.
- g. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- h. To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, handshaking with people, etc. Use a tissue or your sleeve to cover your hand or finger if you must touch something.
- i. Wash your hands after touching surfaces in public places.

If any faculty or staff is unable to perform clinic-related duties due to illness or personal circumstances, please contact Christine Cimini at ccimini@uw.edu and Jessica Preboski at preboski@uw.edu.

EXHIBIT 1: PHONE OPTIONS

There are three options for faculty and staff to access phone messages.

Option 1: Forward UW phone to Mobile Phone: It is my understanding that this must be done from your physical office phone and may not be possible for everyone. If so, please make sure you employ option 2 or 3 below.

To forward calls to a non-UW campus telephone number:

1. Dial [*][7][2]. Wait for dial tone.
2. Dial [9].
3. Dial the number to which you are forwarding.
 - o Enter the 10-digit number you wish to forward to.
4. Wait for three short tones, followed by dial tone.
5. Hang up.

To cancel Call Forwarding:

1. Dial [*][7][3].
2. Wait for three short tones, followed by dial tone.
3. Hang up.

Option 2: Check Voicemail From an Off-campus Phone

1. Dial 206-897-9898.
2. Listen to introductory prompt.
3. Press [#].
4. Enter your 7-digit mailbox number (this is your phone number, without the area code).
5. Enter your security code.
6. The system will announce the number of messages you have received.

Option 3: Retrieve Phone Messages on Email

Your voice mailbox includes an online tool, Web PhoneManager, to manage your voicemail features and functions.

To Access Your Voice Mailbox Online

1. Go to Web PhoneManager at <https://voicemail.tel.washington.edu/> to log on.
2. Enter your **7-digit** mailbox number.
3. Enter your voicemail **security code**.
4. **Manage your mailbox settings such as message notification and greetings.**

You may also setup your voice mailbox to send you an email with a copy of the voicemail message as a .wav attachment. **Note:** If you listen to your message via the .wav attachment, the original message remains in your voice mailbox and does not extinguish the message waiting indicator on your phone.

To Enable/Modify Notification to Email

1. Follow the steps above to logon to **Web PhoneManager**.
2. On the left, click **Notifications Settings**.
3. Select the **E-mail** tab at the top.
4. Check **Enable Simple UM Notification**.
5. Enter your UW email address in the **E-Mail Address** field.
6. Check **Include WAV Attachment**, if desired.
7. Click **Okay**.

Extension Connect

(also known as EC500)

This feature allows customers the flexibility of extending their UW telephone service to a cellular or home telephone number, permitting increased mobility. When Extension Connect is configured and enabled, calls to your UW phone (extension) number will ring simultaneously on any designated 10-digit telephone number.

This service, once set up by UW IT Customer Services (contact information below), is available to faculty and staff who wish to redirect their UW number to an alternate, user-defined 10-digit telephone number. Extension Connect works for most all UW provided telephone numbers and is based on a one-to-one relationship between a UW telephone number and the alternate telephone number of your device (phone, cell phone, etc.).

When a call is placed to your UW phone number, the call rings almost simultaneously on your alternate device. You can answer a call on your alternate device and then continue the call from your desk phone, without having to transfer the caller or make a return phone call. The service can easily be turned on and off so you can control when calls made to your UW phone number will ring on your alternate device.

When Extension Connect is configured in the UW phone system and you are calling another UW phone number from your alternate device, your UW number will be displayed just as though the call was made from your desk phone.

This feature can also be used to dial outbound from your designated device through the UW campus using UW dial tone to place your call; once you dial into the UW telephone system, you can dial any number (local or domestic long distance), as if you were using your desk phone. For example, if you call into the telephone system from your designated Extension Connect telephone number (e.g. your cell phone) and make an outbound call, the caller-id of your UW telephone number will be displayed instead of your cell phone number.

Use the following numbers to activate the various features, after your line has been configured:

To enable Extension Connect simultaneous ringing: 206-897-1165

To disable Extension Connect simultaneous ringing: 206-897-1185

To obtain dialtone from your designated 10-digit number: 206-897-1100

- After you hear the dialtone sound, you can dial a five-digit extension or dial 9+10-digit number you are trying to reach.

To enable Send All Calls (sending all calls to voicemail): 206-897-1179

To disable Send All Calls: 206-897-1178

Please note:

- It takes a few seconds for the telephone system to extend simultaneous ringing to cell or home phone number.
- If your cell phone is turned off or out of cell range, your calls may go directly to your cell phone voicemail. If you do not have voicemail on your cell phone, calls will go to the UW voicemail system.

How to Order Extension Connect

Email: help@uw.edu

Phone: 206-221-5000

When requesting via email, please include your UW extension and the 10-digit number that you want to use with this service.

How do I block Caller ID for a specific call?

You have the option to block Caller ID either temporarily or permanently.

To block your number from being displayed temporarily for a specific call:

1. Enter ***67**.
2. Enter the number you wish to call (including area code).
3. Tap **Call**. The words "Private," "Anonymous," or some other indicator will appear on the recipient's phone instead of your mobile number.

You've successfully blocked Caller ID for a specific call.

Note: Calls to 800 numbers and 911 won't use Caller ID Blocking.

EXHIBIT 2: MAIL

Mail will be collected daily and distributed in PDF format via email and/or posting to the server at J:\CLP\2020-03 Scanned Clinic Mail.

The clinics receive mail via two addresses:

The **campus box** is our address that receives mail down at the loading dock and is delivered toward the end of each day:

Clinical Law Program
University of Washington School of Law
William H. Gates Hall, Suite 223
Box 353020
Seattle, WA 98195-3020

Campus Box Mail will be regularly delivered to the clinic suite and placed on the circle table in room 224.

The **PO Box** is the one we typically receive the IRS correspondence at:

Clinical Law Program
William H. Gates Hall, Suite 265
P.O. Box 85110
Seattle, WA 98145

PO Box Mail is typically delivered to the box by 10:30 a.m. The post office is located at the corner of University Way and 43rd Street. As a reminder, you may want to write on a sticky note that our box number is **85110**. The key does not have the number on it for security reasons. Please take your mail and place the rest with the mail on the circle table. If you notice something that looks pressing for someone else, please notify them via email and perhaps send a picture of the envelope their way.

The mail at the PO Box must be picked-up. The key is hanging on a hook next to the individual mailbox slots. If you are expecting critical or urgent mail delivered to the post office, you must personally collect that mail during this period. We only have one key so please return it to the hook after picking up the mail.



If you need to stamp your mail “RECEIVED” the stamp is on the table just to the left of the HP printer.



Regarding sending mail-

Regular Mail:

If you are working at the school and need to send regular mail, you will need to go into the clinics mail room and affix a barcode sticker just underneath the return address label. There is an example envelope on the wall as to where the placement of the barcode goes. The sheet of barcode stickers is in a folder on the right side of the table against the wall.

You will then need to drop the mail in a brown UW mailbox. There is one about 100 feet South across Memorial Way from William H. Gates Hall.

Certified Mail:

If you need to send certified mail, you will need to affix the Certified Mail sticker and Return Receipt sticker to the envelope. Again, there are instructions on the wall as to placement and the sticker forms are next to the barcodes. You will then need to take this mail to the post office and personally pay for postage. To send the average certified mail envelope is ~\$7.50.

Please take a photo of the receipt and email to Robin. She will then create an expense reimbursement form for you and will coordinate submission to the business office.

EXHIBIT 3: HOW TO SEND AND RECEIVE FAXES VIA EMAIL

To send: Please see the instructions below on e-faxing using UW’s centralized fax service.

For more information, go to the UW-IT Service Catalog at https://uw.service-now.com/sp?id=sc_home and search for “centralized fax”.

Note on your eligibility to use the service – the service catalog entry pricing refers to their *incoming* fax service; all current Campus Telephone service customers (i.e. anyone with their own UW phone number) can *send* faxes at no additional cost.

The service does not work unless you are fully listed on UW directory with name, phone number, and email. For example, my desk phone was not listed so I was unable to login to test the service. I worked with Robin to run a test and it worked perfectly.

Because paper and toner costs make operating traditional (physical) fax machines expensive, the UW-IT Centralized Fax Service is an excellent alternative to maintaining a physical fax machine. UW-IT Centralized Fax Service enables individuals or groups to send and receive faxes without maintaining a physical fax machine. Rather than having faxes print out, faxes are sent or received using email or by accessing a simple-to-use web page (<https://fax.uw.edu/>). Faxes are displayed using the PDF format and can be retained for up to 30 days.

A special site has been set up to support HIPAA compliant faxing needs. Fax retention on the HIPAA compliant site is 5 days. If you are faxing PII/PHI, please indicated that in your request via the form below.

Below is a screenshot of what the request form looks like once you login to <https://fax.uw.edu/>. We faxed to the Xerox from the portal and I have the paper copy which I can show you.

The screenshot shows a web browser window displaying the 'Compose Fax' form on the UW-IT Centralized Fax Service website. The browser's address bar shows the URL <https://fax.uw.edu/fax/compose/webFaxCompose.action>. The website header includes the University of Washington logo and navigation links for 'Faxes' and 'Contacts'. The user is logged in as 'robing@uw.edu'. The form is titled 'Compose Fax' and has a 'Submit' button. It is divided into several sections: 'Recipients' with fields for Name, Company, and Fax; 'Cover Sheet' with a dropdown for Style (set to 'Default Cover Sheet (Basic_With_UW_Logo.cse)'), and fields for Subject and Comment; and 'Attachments' with a 'Document to attach' field and a 'Browse...' button. A sidebar on the left contains links for 'Compose Fax', 'Inbound History', 'Outbound History', and 'Outgoing Queue'. The bottom of the browser window shows the Windows taskbar with the system tray displaying the time as 10:17 AM on 2/28/2020.

To receive: Our main fax line [**206.685.2388**] has been converted to an electronic centralized fax. All incoming faxes will be received at clinics@uw.edu.

If you anticipate the need to receive e-faxes outside of normal business hours (M-F, 8am-5pm), please let me know and I will provide you with instructions on how to access the web interface for the e-fax line.

EXHIBIT 4: CONFIDENTIAL ZOOM

PLEASE MAKE SURE TO USE HIPAA- COMPLIANT VERSION OF ZOOM FOR ALL CLIENT COMMUNICATION

UW-IT has made Zoom Pro free and available to all UW faculty, staff, and students. Any of these users can host meetings with up to 300 participants of unlimited duration to conduct UW business. Instructors can conduct live classes online, students can host study groups, and staff can conduct meetings with team members who are working remotely.

Great! How do I sign up?

It's easy – your UW Zoom Pro account is already active. Just go to <https://washington.zoom.us/> to get started.

*****Important***:** Anyone who uses Zoom to provide medical consultation or health care, or to discuss patient records, must use the HIPAA-compliant version of UW Zoom Pro. UW Zoom Pro HIPAA is also free of charge; users just need to make sure they sign in to the HIPAA-compliant version at <https://washington.zoom.us/>.

How do I use Zoom?

UW-IT provides extensive information on how to use Zoom, including details on signing up for live Zoom training sessions, How-to guides and FAQs, and more. This is all available here: <https://itconnect.uw.edu/connect/phones/conferencing/zoom-video-conferencing/>

There is also information on how to use Zoom in the Zoom Help Center, available by clicking the “Support” option in the upper right of the Zoom website once you are logged in.

How is Zoom different from Panopto?

Zoom is used for real-time meetings, classes, study groups, etc. Panopto is used to record lectures, presentations, and so on for later viewing. Zoom *can* be used to record your class or meeting, but that is not its primary purpose and it does not have the full set of features to work with recordings that Panopto does.

If I record an online class with Zoom, can I share it later?

Yes. Classes recorded with Zoom can be uploaded to your course Panopto folder like any other recording.

Additional Resources

- UW-IT on preparing for when classes can't meet: <https://itconnect.uw.edu/learn/prepare/>
- Law School IT Knowledge Base: <https://help.law.uw.edu/KB>

What if I have more questions?

- Questions about how to use Zoom or Panopto in general should go to UW-IT Learning Technologies at help@uw.edu.
- Questions about using Zoom or Panopto in law school classrooms should go to Law School Technology Services at lawhelp@uw.edu.
- If in doubt, contact lawhelp@uw.edu.

Zoom FAQ: In addition to their general Zoom page below, UW-IT has an updated Zoom FAQ at <https://itconnect.uw.edu/connect/phones/conferencing/zoom-video-conferencing/uw-zoom-faq/>

Introductory Videos: A colleague at the Foster School has produced and shared the following trio of videos that provide a quick introduction to using Zoom for class sessions:

- [Downloading and Signing Into Zoom for the First Time \(1:17\)](#)
- [Scheduling a Class Session in Zoom \(4:45\)](#)
- [Your First Zoom Class Session \(7:49\)](#)

All of this information is also now available in the Law School IT Knowledge Base article at <https://help.law.uw.edu/KB/View/43811-uw-zoom-pro>

EXHIBIT 5: OFF CAMPUS NETWORK DRIVE ACCESS

Remote Desktop: Connect remotely from a Windows PC

Before Starting

1. **The following procedure is for Windows users.** [Instructions for Mac OS X users](#) are also available.
2. **You will need to know the name of the computer in your Law School office.**
 - Your computer is named by its primary user's UW NetID, followed by the suffix *law.washington.edu*. For example, the computer used by someone having the fictional NetID *johndoe* would be named *johndoe.law.washington.edu*.
 - If you do not know the name of your office computer, please contact [Submit a ticket](#) for assistance.

The below steps should be carried out **at your off-campus computer**. Do not follow the following procedure at the computer in your Law School office - its settings don't need to be modified in any way.

NOTE: In order to illustrate the correct use of your UW NetID in the instructions below, the fictional NetID *johndoe* is used. When following these steps on your home computer, **substitute your personal NetID wherever *johndoe* is used**. (As a reminder, your UW NetID is the portion of your UW email address before the "@" symbol.)

Part 1 - Configure your Remote Desktop Connection

1. Download the Remote Desktop Connection template to your computer by right-clicking the link below and saving the target to your Desktop:

[Right-click this link and save to your desktop](#)

An icon for the new Remote Desktop connection should now appear on your Desktop; it will look something like this:

Right-click this item and select "Edit".

2. A window like the one pictured below will appear. Specify the following settings:
 - In the **Computer** field, enter the full name of the computer in your Law School office (see the "Before Starting" section above for more on your office computer name).
 - In the **User** name field, enter your UW NetID in the form *NETID*. Our fictional user *johndoe* would enter *NETID\johndoe*. Don't worry if the **User name** field can't be edited - you can specify your username and password later.
3. Click **Save**.
4. Now that your Remote Desktop connection has been configured and saved, click the red 'X' to close the **Remote Desktop** window.

Part 2 - Connect to your Law School Computer

1. Double-click the Remote Desktop icon on your Desktop that you created in **Part 1** above.
2. A login prompt like the one pictured here will appear:

Verify that your username appears in the format *NETID* Our fictional user *johndoe* would expect to see *NETID\johndoe* here. **If your username doesn't appear in the *NETID*format, click **More choices** and select **Use a different account** to manually specify it.**

3. Enter your UW NetID password and click **OK**.
4. If you next see a warning about a certificate, and that the identity of the remote computer cannot be verified, click **Yes** to proceed.
5. After the connection completes, **you will be directly accessing your Law School computer just as if you were physically sitting in your office.**

Important Notes...

- While connected to your Law School office computer via Remote Desktop, the computer is locked. No one can see the work you are doing remotely.
- Pressing **Ctrl+Alt+Delete** while connected to your office computer via Remote Desktop will not have the desired effect. If you need to use the **Ctrl+Alt+Delete** command on your office computer via Remote Desktop, press **Ctrl+Alt+End** instead.

Part 3 - Ending your Remote Desktop Session

1. When finished working, log off from your office computer by selecting the  icon from the **Start** menu, then selecting "Sign out" from the submenu.
Do not select "Disconnect" from the Start menu as this may have the undesirable effect of rearranging the icons on the Desktop of your Law School computer.

Questions?

Please see the [Remote Access FAQ](#) first. If your question isn't addressed there then [Submit a ticket](#) for assistance.

EXHIBIT 6: EXTERNSHIPS - REMOTE LEARNING ADDENDUM

Remote Learning Addendum to Individual Learning Agreement

Student, _____, Site Supervisor, _____, and Faculty Supervisor, Esther Park, agree that some portion of the externship work during spring quarter 2020 may be completed remotely, under the conditions described below.

1. After reviewing the Individual Learning Agreement and the Externship Site’s telework practices, it is determined that the Student may complete the following tasks remotely (please include additional assignments, if any, to substitute for those that may not be done remotely):
 -

2. After reviewing the Individual Learning Agreement and the Externship Site’s telework practices, it is determined that the following tasks can not be done remotely:
 -

3. The following steps have been taken to account for tasks that can not be done remotely (please check all that apply):
 - Student has decided to reduce the number of credits taken from ___ to ___.
 - Substitute assignments have been added to make up for work that can not be done remotely.

4. In order to work remotely, the Student will need the following technology (computer, phone, security, internet connection, etc.):

Technology needed	To be provided by	
	Student	Externship Site

5. The communication plan between Student and Site Supervisor is as follows:

Signatures

Student

Date

Site Supervisor

Date

Faculty Supervisor

Esther Park

Date