

COVID-19 UPDATE

THIS SECTION REFLECTS CHANGES TO OUR NORMAL POLICIES THAT WILL BE IN EFFECT AS WE DEAL WITH COVID 19. YOUR GENERAL CONFIRMATION NOTICE FOLLOWS. YOUR SPECIFIC COURSE DATES/TIMES ARE ON THE NOTICE YOU RECEIVED WHEN YOU ENROLLED. YOU WILL NEED THE INFORMATION FROM THIS COVID UPDATE AND THE GENERAL CONFIRMATION TO BE READY FOR YOUR CLASS.

As you know, Covid-19 has delayed the start of our training this year, and our curriculum and administrative policies have been adjusted to better deal with the disease. As the situation with Covid-19 is fluid and subject to additional changes, we are making Covid-related information available in this Covid-19 Update portion of your confirmation notice. In case of conflict, the policies in this Covid-19 Update will take precedence over the information provided in the general confirmation. Having this information in one place will allow us to keep up with changes in a more efficient manner.

Please read the following in its entirety. It is a lot of information, but has important details that you need to know.

THE USUAL COVID-19 POLICIES WILL APPLY

When you are indoors (and outdoors if you will be within 6 feet of another person), you will be required to wear a mask or face covering over your nose and mouth do your best to stay at least 6 feet away from other participants. No exceptions. We have waited months to get open; we need to follow the rules. **You are responsible for supplying your own face mask.** It is expected that you will be able to be mask-free and socially-distant during outdoor activities. Even if you plan to spend the day on the range, you will need your mask to enter the building for bathroom breaks, etc. **Please bring your mask on each day of your class. If you do not comply with the rules, you will be sent home with no refund.**

COVID SCREENING

When you arrive at class, you will be required to use hand sanitizer and to participate in a screening process to evaluate if you may be sick with Covid 19 or have been exposed to the virus. You may also have your temperature checked.

These are the questions you will be asked:

Do you have any of the following?

- Fever
- Shortness of breath (not severe)
- Cough

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Are you ill, or caring for someone who is ill? Yes No

In the two weeks before you felt sick, did you:

- Have contact with someone diagnosed with COVID-19?
- Live in or visit a place where COVID-19 is spreading

If you will answer **YES** to any of these questions, **WE DO NOT WANT YOU IN CLASS! STAY HOME. DO NOT SHOW UP TO CLASS SICK.**

Please call to let us know you will not be attending class. The more advanced notice you can give us, the better. Even if it is the day of your class, please try to make contact with us if you will not be coming. There may be someone that needs to make up a portion of a class; if we know there will be an opening, we might be able to reach them in time. We cannot always pick up the phone on teaching days; please leave a message if you get voicemail. **315-858-3321** (See cancellation details below)

HELMETS AND OTHER EQUIPMENT

You must bring your own DOT approved helmet with eye protection to use in the class. Gloves and other articles of riding gear **will not** be available to borrow. **YOU MUST BRING YOUR OWN RIDING GEAR TO CLASS.** If you are unprepared, you will be sent home and will lose your tuition. The following pages contain details about required riding gear.

CLASSROOM CHANGES

In an effort to reduce Covid-19 transmission, MSF has provided us with an “interim curriculum” to replace classroom content in the BRC, BRC2-LW and 3WBRC. The new curriculum is shortened to reduce exposure, and certain elements have been adjusted to eliminate the use of shared materials. The core content is comparable. The interim curriculum is not PowerPoint dependent, and may be taught outdoors in a socially-distant manner without masks if the weather and scheduling permit. **Please bring a folding chair to use in the event of “outdoor classroom” and so you have a place to sit during your range session breaks.** (You can leave it in your car to start with; report to the classroom and we will direct you from there.) We will continue to post classes on our usual schedule, but the actual overall class time will likely be shorter.

SCHEDULING

We have lost a big chunk of our training season due to the Covid lock-down, and our class size is now reduced in number due to the rules of assembly. We have been tinkering with our schedule in an effort to provide the most training to the most people by making efficient use of our range time.

If you are a brand-new rider who has never been on a motorcycle before, the regular **2-day BRC** schedule allows for a bit more “wiggle room” on the range activities. **We encourage new riders to take a class on this schedule.**

Some BRC classes will be scheduled with an evening classroom session during the week and will meet on Saturday and Sunday morning (or afternoon) for the range portions; another class will be on the range in the afternoon. Riders with some experience can help us out by signing up for this split schedule, leaving the 2-day slots for those who are starting out from scratch.

To be clear, each schedule has a bit of extra time; the 2-day schedule has more. The extra time may or may not be needed to meet our objectives.

PAPERWORK

In the pages that follow, you will see that you are asked to **bring your original car driver’s license as well as a copy of the license. (The BRC2 and BRC2-LW also require an original learner’s permit and learner’s permit copy).** Please remember to make your copies and to bring the originals. Your RiderCoach(es) will need to see the original and will collect the copies. We would like for our coaches to not have to handle your license/permit to make copies because you forgot to bring them.

COVID AND CANCELLATIONS

If you are sick, or have been in contact with someone that is sick, we don’t want you in our class! We are a small business that has been hit hard by being closed at the height of our training season. We do not want to risk the health of our students and staff.

To this end, we have made a few adjustments to our normally stringent cancellation policy. Our cancellation policy is strict because our classes are small, the demand for them is high, and the training season is short. (And now, smaller, higher and shorter!) If you reserve a spot and cancel at the last minute or don’t show up, it has an impact on our ability to offer this program.

The normal, pre-Covid policy is that if you cancel or reschedule, there is a \$20 fee. If you cancel within the week of your class, the fee bumps up to \$100 (because now we have to pay someone to hit the phones and try to get a replacement from another class so that we are not losing the income from your slot); and if you cancel the day before your class or don’t show up, the fee is the full tuition. (Unless we find a new student replacement, then the fee is reduced to \$100.)

Now, we don’t want you to show up if you are sick. And we realize that if you get sick, you may not know about it in advance. So, in fairness, here’s what we are going to do. The cancellation policy will stay the same UNLESS YOU ARE CANCELING DUE TO COVID 19. If you are canceling due to COVID, the fee will be \$20, regardless of the time frame. To discourage people from saying they are canceling due

to Covid, but are really canceling because they got invited to a barbecue or because it might rain, there is a caveat: **If you cancel due to Covid 19 and claim the \$20 rate, you will not be eligible to participate in a class for the next 30 days.**

If you are a week or more away from your class start date, or are cancelling for any reason **other** than Covid 19 at any time, please cancel your class online. Go to www.gomotorcycling.net and click into the enrollment system as though you are going to enroll. At the top right click "Manage Registration". Once you are in the enrollment system, you can make changes after you enter your confirmation number.

If your class starts within the next 7 days, and you are cancelling due to Covid 19, **do not** cancel through the enrollment system or you will be charged the normal rate. Instead, please call (315-858-3321; leave a message) AND email (info@gomotorcycling.net) our office to get the \$20 Covid cancellation rate.

If you start your class and fail to finish for any reason, **the full tuition will apply**, as per usual. We may be able to get you into a later class at no charge or a reduced rate, depending on the circumstances.

We hope that everyone stays well, will honor the cancellation policy in the spirit in which it is intended, and will join us for class, rain or shine.

Each participant will be required to complete and sign the NYSMSP and Covid Release, Waiver and Indemnification forms when you arrive at class. [Click here for details.](#)

All classes will start Day 1 in the classroom. We ask that you remain in the hallway until you are called for your Covid-19 screening. Please wear your mask while indoors and maintain 6 feet of separation from other participants.

If you are attending a daytime class, enter the Academic Building (AB on your map) through the doors on the left. Classrooms 126 and 128 will be just ahead on the left.

If you are attending an evening class, enter the Academic Building through the doors on your right. Go to the end of the hall and turn left; Classroom 172 will be on your right.

PLEASE CONTINUE READING FOR YOUR GENERAL CONFIRMATION DETAILS, INCLUDING A 'WHAT-TO-BRING' CHECKLIST...



176 Main Street, PO Box 586
Richfield Springs, NY 13439
315-858-3321 phone 315-858-9612 fax
www.gomotorcycling.net

Thank you for enrolling in a Basic *RiderCourse 2* for License Waiver with Go Motorcycling, Inc.!

Please read this document as soon as possible so you are familiar with the requirements of your *RiderCourse* and can round up any materials (riding gear/personal items) you may need in time for your class. It is important that you come to class *Ready to Ride!*

All classes will start in the classroom. You must wear a face mask while indoors. Wait in the hall until called for your Covid screening; please maintain 6 feet of separation between other participants.

**Academic Building, Room 126 or 128
Mohawk Valley Community College
1101 Sherman Drive
Utica, New York 13501**

You will receive a separate email with details on how to access the MSF eCourse. Your eCourse completion certificate is only valid for 30 days, so be sure to take the course within the 30 days prior to your BRC2-LW class.

A map and directions follow later in this document.

“TO DO” CHECK LIST

- Bring a face mask or other covering for your nose and mouth
- Bring hand sanitizer
- Use the link in your confirmation email to take the on-line *eCourse*; bring your certificate to class (a photo/screenshot will do). Your certificate is only good for 30 days, so make sure you wait until you are within 30 days of your class date to take the *eCourse*!
- Bring your NYS driver's license and motorcycle learner's permit to class.
- Bring **a copy** of your driver's license and learner's permit to class; you may copy both on one page. Your RiderCoach will collect this when you arrive.
- Bring your motorcycle registration to class.
- Bring your motorcycle insurance card to class.
- Make sure your motorcycle has a valid NYS Inspection Sticker.
- Be prepared with proper riding gear, as outlined below.
- Make sure your motorcycle is in good operating condition, and arrive with a full tank of gas.
- BE ON TIME!** Plan to arrive at least 15 minutes before your scheduled start time.
- If you will be using a motorcycle that does not belong to you, you must bring a **notarized** letter authorizing its use.
- Bring a pen or pencil.
- Bring snacks and beverages
- Please review the MVCC Regulations, below.

RIDING GEAR: All students must have proper riding gear. BRC2-LW course participants must wear a DOT approved helmet and eye protection. The rest of your riding gear need not be motorcycle specific, but should include sturdy low-heeled, over-the-ankle footwear (like a work boot or hiking boot – at least 1” over the ankle – no sneakers!), long-sleeved shirt or jacket, sturdy, non-flared long pants (no holes!), full-fingered gloves and if necessary, raingear. Check the weather and dress for comfort.

SCHEDULING: Check the Rider Enrollment System confirmation for your BRC2-LW course times. Class days will include both classroom and riding activities, so be prepared for classroom *and* riding sessions on your course date. Don't forget to bring a face mask or other face covering. It would be unusual for the course to run beyond the posted times, but please allow time in your personal schedule to accommodate later finishes caused by inclement weather or other circumstances. *Whatever the course schedule, be sure to bring snacks and plenty of fluids to drink.*

Attendance is mandatory and you must complete your course as scheduled. There will be no make-up sessions or refunds given. Failure to attend, failure to be prepared to ride (for whatever reason), or lateness resulting in missed riding sessions will result in your dismissal from the class. There will be no exceptions. Your placement in the course is non-transferable.

YOUR MOTORCYCLE: Your motorcycle must pass a routine pre-ride inspection and the RiderCoaches' safety check. (See the T-CLOCS Pre-ride Inspection Checklist link in your confirmation email.) Make sure your motorcycle is in good operating condition before you arrive for class (Correct tire pressure/adequate tread, chain adjusted/lubed, no significant leaks, no loose or dangling parts, no broken glass or mirrors, brake pads not worn down, etc.) Please do not wait until the last minute to ensure that your motorcycle is road-worthy. Failure to be prepared will result in forfeiture of the course fee. If your motorcycle has been heavily modified and the RiderCoaches determine it to be unsafe for operation, you will not be allowed to participate in the course.

LUNCH: A lunch break will be given. For convenience, it is suggested that you bring your lunch. There are pizza, sandwich and fast food shops nearby. Be sure to bring snacks and plenty of fluids to drink.

BE PREPARED: Riding a motorcycle is a mental and physical task that requires you to be alert. Please make sure that you are well rested and free of impairment and/or distraction on your course day. Get a good night's sleep.

BE PUNCTUAL: Please arrive at least 15 minutes before your scheduled course time.

RAIN: Be prepared to ride rain or shine. For your own comfort, if rain is forecast, it is suggested that you bring rain gear. If you don't already own rain gear (for motorcycling or any other activity) an

inexpensive rain suit (no ponchos) will do. Come to class rain or shine. Your RiderCoaches will determine that day whether the conditions preclude riding.

LICENSING: In order to successfully complete the course and be eligible for New York State licensing benefits, you must meet the following requirements:

- You must be at least 18 years old.
- You must have a valid NYS car driver's license and motorcycle learner's permit.
- You must complete the on-line *eCourse* no more than 30 days prior to your course date.
- You must attend the entire course; classroom and riding.
- You must pass the riding-skills evaluation and knowledge test.

When you pass the course, you will receive a NYSMSP BRC2-LW completion card. This is not your license!! To obtain your motorcycle license, bring your completion card to the Department of Motor Vehicles along with your motorcycle learner's permit and driver's license. The DMV will amend your license to include your motorcycle endorsement. For example, a Class "D" license will now read "DM". Until you receive your motorcycle endorsement, you do not have a motorcycle license!

There is no guarantee that a student will be successful in a *RiderCourse*. Students who are not successful on their skills evaluation and/or knowledge test will be given an opportunity to re-test at no charge. Re-tests must be taken within 30 days of your course completion date.

Remember, the BRC2-LW is for riders that have at least 30 hours of varied street-riding experience. The BRC2-LW will not start from scratch! It is expected that BRC2-LW participants will arrive at class already familiar with the motorcycle controls and comfortable with basic street-riding skills like starting and stopping, shifting and cornering. **Riders that are not able to perform the basic control skills required in the course will be removed from the class and no refund will be given.** In addition, any student that is unable to achieve the objectives of the range exercises within the allotted time, presents a hazard to him/herself or other students, or fails to abide by the course safety and instructional guidelines as set forth by the RiderCoaches will be counseled out of the class. If this should occur, you will forfeit the entire course fee.

INSURANCE REDUCTION: Many insurance carriers honor the BRC2-LW for a reduced price on your motorcycle insurance premium. Please contact your carrier directly to learn what discounts they may offer.

CANCELLATIONS & RESCHEDULING: ***PLEASE SEE THE CANCELLATION POLICY ON THE COVID-19 UPDATE PORTION OF THIS NOTICE FOR CURRENT TERMS.*** Class sizes are small and the demand is high; if you sign up for a class, it is expected that you will attend. If something comes up and you need to cancel or reschedule your class, you should let us know as soon as possible to avoid costly penalties.

You may cancel your class on-line up to one full calendar day before your class start date. If you are canceling your class, a refund will be issued, less a processing fee as outlined below. It may take a few days for the refund to post to your account.

To reschedule, first cancel your existing class, and then re-enroll in your new class. *(To cancel your class, click the "Enroll Now" tab at www.gomotorcycling.net and select the type of course you wish to change to gain entry to the Rider Enrollment System (RES). Select "Manage Registration" at the top right and enter your MSF Confirmation Code; follow the prompts to make your change. IMPORTANT! If you reschedule to a different class you MUST cancel your existing class or you will be charged for both classes!)*

If you cancel your class seven (7) or more days before your scheduled course date, you will be charged a \$20 processing fee.

If you cancel your class within seven (7) days of your scheduled course date you will be charged a \$100 processing fee.

If you cancel your class within the calendar day before your scheduled course date you will forfeit the entire course fee. For example: If your class starts on Saturday morning, we will need to receive your schedule change by midnight on Thursday (leaving one full calendar day, Friday, before your class start) to avoid being charged the full tuition amount. The ability to cancel your class on-line will terminate at midnight one full calendar day prior to your course start date.

If an emergency comes up and you need to cancel in the day prior to your class start, please notify us by telephone, 315-858-3321. If we are able to find a last-minute new-student enrollment to fill your vacated spot, we will reduce the BRC2-LW cancellation processing fee to \$100.

Your course application is non-transferable.

There is a possibility that your class could be canceled due to insufficient enrollment or other circumstances beyond our control. If this should occur, you will be offered an opportunity to reschedule.

If you would be interested and available to move to an earlier course date than the one for which you are scheduled...

a) Check back on our website periodically; additional classes may be added and/or cancellations by other students may create an earlier opening. If you reschedule to a different class you MUST cancel your existing class or you will be charged for both classes! To reschedule, simply enroll in the new class date. Remember, if you change your course date, you MUST cancel your existing class date. To cancel your class, click the red "sign-up" button at www.gomotorcycling.net and select the type of course you wish to change to gain entry to the Rider Enrollment System (RES). Select "Manage Registration" at the top right and enter your MSF Confirmation Code; follow the prompts to make your change. A \$20 cancellation fee will apply. NOTE: If your class starts within the next 7 days and you want to move to an even earlier available course date, please phone the office to reschedule, as the on-line enrollment system will charge a larger fee.

b) If you would like to be considered for last minute fill-ins (within 24 hours of a class start date/time), please email us with your preferences. You might specify a particular date that you desire or a general interest in an earlier date - please specify if you are available weekends or weekdays – and we will put you on the cancellation list.

MVCC Campus Regulations Prohibit...

- Any crime or threat of crime against an individual because of race, color, national origin, ancestry, gender, age, disability, religion or religious practice or sexual orientation.
- The use of tobacco products on campus.
- Dishonesty including cheating, plagiarism, forgery, furnishing false information, stealing.
- Obstruction, disruption or prevention of orderly classes, meetings, and other College activities.
- Damage to or unauthorized use of private or College property.
- Unauthorized presence in College facilities.
- Intimidation, harassment, physical harm, or threat to anyone at the College.
- Use of social media or other technology to defame, trespass, assault, or inflict emotional distress upon another person or that is otherwise illegal (cyber-harassment, sexting).
- Recording, broadcasting, streaming or otherwise sharing private information without authorization of all the involved parties.
- Abusive, obscene, indecent, or lewd conduct.
- Use, possession, distribution, or sale of controlled substances or paraphernalia commonly used with illegal substances, at the College.
- Use, possession, distribution, or sale of alcoholic beverages except when authorized by appropriate College administrators.
- Use or possession of firearms, explosives, and noxious chemicals or other items at the College that could be considered a weapon except where authorized.
- Failure to comply with reasonable instructions from authorized College personnel.
- Claiming to speak or act in the name of the College without authorization.
- Any action which threatens the mental, psychological, or physical health of another person at the College including those actions for the sole purpose of initiation into or affiliation with any organization (hazing).
- Violations of other college regulations and policies.

Failure to abide by MVCC Campus regulations may result in your dismissal from the RiderCourse and/or judicial action.

Utica Campus Directions

1101 Sherman Drive, Utica, NY 13501

From the East or West

1. Take the New York State Thruway to Exit 31 (Utica).
2. After the toll booth, follow Route 790 to the North/South Arterial (Route 12).
3. Take Route 12 South to the Burrstone Road exit.
4. At the end of the exit ramp, turn right onto Burrstone Road.
5. Stay in the right lane on Burrstone Road and continue across Genesee Street.
6. You will be on Memorial Parkway East.
7. Follow Memorial Parkway approximately 3 miles.
8. Continue past the main campus entrance at Sherman Drive
9. Turn left on Armory Drive
10. Turn left on Tilden Ave
11. Make the first right (unmarked) into the campus; the stadium will be on your right
12. The A2 Range is at the top of the hill (near the "ST" Building on the map).

From the North

1. Follow Route 12 South into Utica.
2. Get off at the Burrstone Road exit.
3. At the end of the exit ramp, turn right onto Burrstone Road.
4. Stay in the right lane on Burrstone Road and continue across Genesee Street.
5. You will be on Memorial Parkway East.
6. Follow Memorial Parkway approximately 3 miles.
7. Continue past the main campus entrance at Sherman Drive
8. Turn left on Armory Drive
9. Turn left on Tilden Ave
10. Make the first right (unmarked) into the campus; the stadium will be on your right
11. The A2 Range is at the top of the hill (near the "ST" Building on the map).

From the South

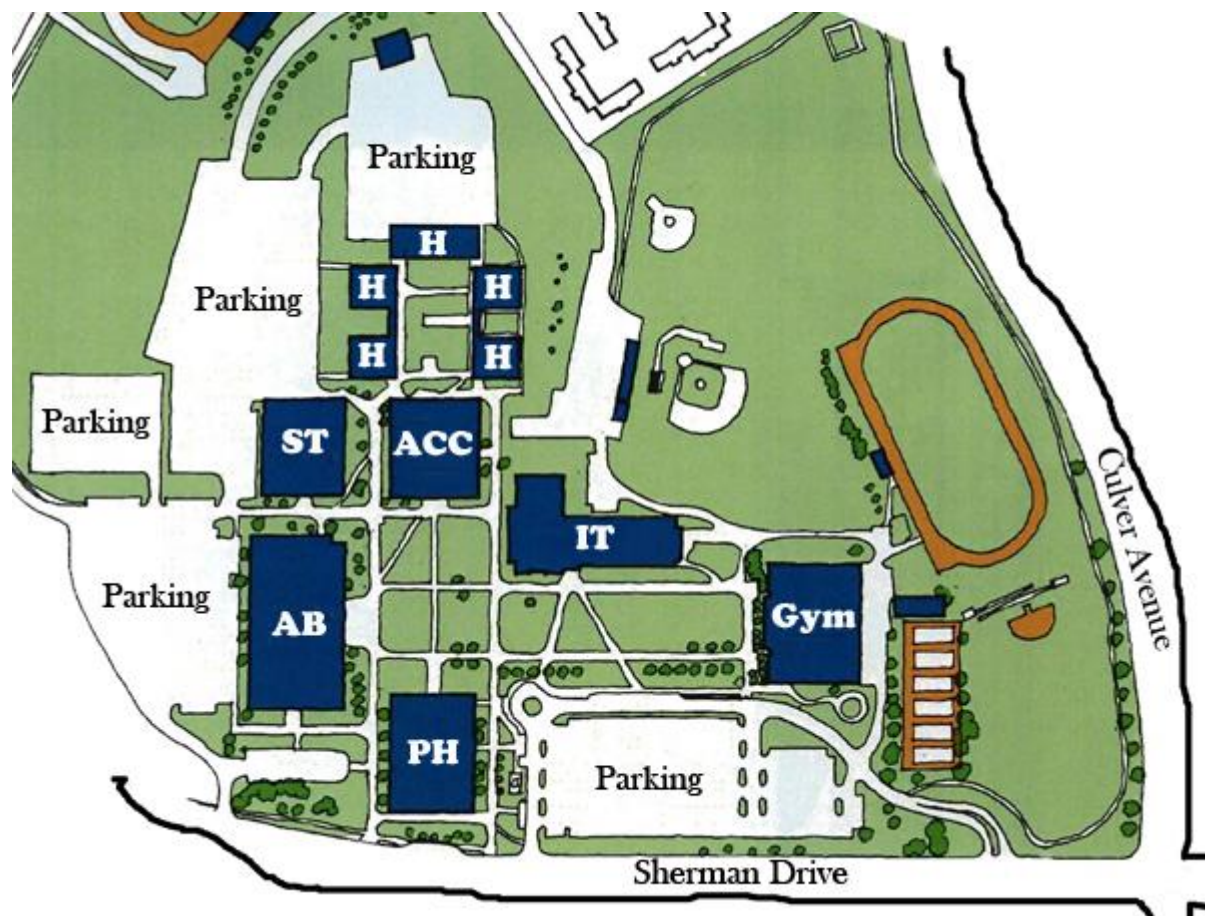
1. Follow Route 12 North into Utica.
2. From the Southeast take Route 8 North to Route 12 North
3. From the Southwest take Route 12 North
4. Get off at the Burrstone Road exit.
5. At the end of the exit ramp, turn right onto Burrstone Road.
6. Stay in the right lane on Burrstone Road and continue across Genesee Street.
7. You will be on Memorial Parkway East.
8. Follow Memorial Parkway approximately 3 miles.
9. Continue past the main campus entrance at Sherman Drive
10. Turn left on Armory Drive
11. Turn left on Tilden Ave.
12. Make the first right (unmarked) into the campus; the stadium will be on your right.
13. The A2 Range is at the top of the hill (near the "ST" Building on the map).

The classrooms are in the Academic Building (AB), room 126 or 128.

The Main Range is located in the A2 Lot near the ST Building

The Gym Range (not pictured), is located above the Gym on this map.

Utica Campus Map



Utica Campus Legend

AB - Academic Building
ACC - Alumni College Center
Gym - Gymnasium
H - Residence Halls
IT - Information Technology Building/Theater
PH - Payne Hall
ST - Science and Technology Building

Interactive Campus Map: <https://map.concept3d.com/?id=1052#!sbc/?ct/20950>

Directions link to Google Maps:

<https://www.google.com/maps/dir//1101+Sherman+Dr,+Utica,+NY+13501/@43.077007,-75.2204057,17z/data=!4m8!4m7!1m0!1m5!1m1!1s0x89d946eca39bc113:0xc3f7691b6f425035!2m2!1d-75.218217!2d43.077007>