Respiratory infections affect the nose, throat and lungs; they include influenza (the “flu”), colds, pertussis (whooping cough) and severe acute respiratory syndrome (SARS). The germs (viruses and bacteria) that cause these infections are spread from person-to-person in droplets from the nose, throat and lungs of someone who is sick.

You can help stop the spread of these germs by practicing “respiratory etiquette,” or good health manners. Cover your nose and mouth every time you sneeze, cough or blow your nose; put used tissues in the trash; wash your hands well and often whenever you or someone you are close to is sick. If you have a fever, cough or rash, clinics and hospitals may give you a face mask to wear in waiting areas and exam rooms, so be prepared.

Here are some tips to help prevent spreading your germs to others, and to avoid catching someone else’s germs.

Keep your germs to yourself:

■ Cover your nose and mouth with a tissue when sneezing, coughing or blowing your nose.

■ Throw out used tissues in the trash as soon as you can.

■ Always wash your hands after sneezing, blowing your nose, or coughing, or after touching used tissues or handkerchiefs. Wash hands often if you are sick.

■ Use warm water and soap or alcohol-based hand sanitizers to wash your hands.

■ Try to stay home if you have a cough and fever.

■ See your doctor as soon as you can if you have a cough and fever, and follow their instructions. Take medicine as prescribed and get lots of rest.

Keep the germs away:

■ Wash your hands before eating, or touching your eyes, nose or mouth.

■ Wash your hands after touching anyone else who is sneezing, coughing, blowing their nose, or whose nose is running.

■ Don’t share things like cigarettes, towels, lipstick, toys, or anything else that might be contaminated with respiratory germs.

■ Don’t share food, utensils or beverage containers with others.